

## Business Skills and Desktop Online Catalog

Course Topic	Course Name	Description	Hours
Access 2000 MOS	Creating Databases (Access 2000 MOS - Course 1)	This course shows users how to plan and create a database in Access 2000.	3
	Building Tables (Access 2000 MOS - Course 2)	This course shows users how to create and populate database tables in Access 2000.	2
	Modifying Tables (Access 2000 MOS - Course 3)	This course shows users how to edit table data, table structure, and field properties in Access 2000.	3
	Sorting and Filtering (Access 2000 MOS - Course 4)	This course shows users how to find, filter, and sort records in Access 2000.	3
	Relationships and Queries (Access 2000 MOS - Course 5)	This course shows users how to establish table relationships, perform join operations, and define and execute queries in Access 2000.	4
	Building Forms (Access 2000 MOS - Course 6)	This course shows users how to create forms in Access 2000 to change the appearance of reports and to add bound and unbound controls to reports.	2
	Producing Reports (Access 2000 MOS - Course 7)	This course shows users how to create reports with the Report wizard arrange and organize reports and add bound and unbound controls to the report.	3
	Advanced Tasks (Access 2000 MOS - Course 8)	This course shows users how to import data into Access databases create Web hypertext pages based on Access objects incorporate hyperlinks into Access objects and perform administrative tasks such as backing up the database.	2
Access 2002	Creating Databases (Access 2002 - Course 1)	This course shows users how to plan and create a database in Access 2002.	3
	Building Tables (Access 2002 - Course 2)	This course shows users how to create and populate database tables in Access 2002.	2
	Modifying Tables (Access 2002 - Course 3)	This course shows users how to edit table data, table structure, and field properties in Access 2002.	3
	Sorting and Filtering (Access 2002 - Course 4)	This course shows users how to find, filter, and sort records in Access 2002.	3
	Relationships and Queries (Access 2002 - Course 5)	This course shows users how to establish table relationships, perform join operations, and define and execute queries in Access 2002.	4
	Building Forms (Access 2002 - Course 6)	This course shows users how to create forms in Access 2002, to change the appearance of reports, and to add bound and unbound controls to reports.	2

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Course Topic	Course Name	Description	Hours
Access 2002	Producing Reports (Access 2002 - Course 7)	This course shows users how to create reports with the Report Wizard, arrange and organize reports, and add bound and unbound controls to the report in Access 2002.	3
	Advanced Tasks (Access 2002 - Course 8)	This course shows users how to import data into Access databases, create Web hypertext pages based on Access objects, incorporate hyperlinks into Access objects, and perform administrative tasks such as backing up the database in Access 2002.	2
Access 2003	Introduction to Access (Access 2003 - Course 1)	This course provides an overview of the Access 2003 Interface, toolbars and menus. It also covers how to open, close, save, backup, and request help.	2
	Designing and Building Tables (Access 2003 - Course 2)	This course shows learners how to use Access 2003 to design and build tables and an index. It also covers working with fields, primary keys, and records.	3
	Enhanced Tables and Datasheets (Access 2003 - Course 3)	This course shows learners how to use Access 2003 to format tables and use masks and validations. It also covers working with columns and rows, changing fonts, using table fields and field names.	3
	Searches and Queries (Access 2003 - Course 4)	This course shows learners how to use Access 2003 to build simple, select and multiple-table queries using wizards or by hand. It also covers filtering records.	3
	Advanced Queries and Calculations (Access 2003 - Course 5)	This course shows learners how to use Access 2003 to construct calculations and use Boolean operators (AND/OR) to build advanced queries. It also covers how to use the Total Row and Expression Builder, and to modify data.	3
	Access Report System (Access 2003 - Course 6)	This course shows learners how to use Access 2003 to view, organize, and customize reports. It also covers the use of AutoReport, and the Label, Chart, and Report wizards.	5

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Access 2003	The Internet, Forms, and the Analyzer (Access 2003 - Course 7)	This course shows learners how to use Access 2003 to build hyperlinks and publish data to the Web. It also covers building forms, importing and exporting data, and using database analysis tools.	3
Access 2007	Introduction to Access (Access 2007 - Course 1)	This course provides information on the Access 2007 interface, creating a database using templates, and the available database views.	1
	Creating Tables (Access 2007 - Course 2)	This course provides details about creating tables in Access 2007, as well as how to add and delete records and tables from a database. It also covers basic database terminology, data types, primary keys, flat files, and relational databases.	2
	Working with Tables (Access 2007 - Course 3)	This course provides information on creating tables in Access 2007, including advanced features such as input masks, validation rules, and table relationships.	2
	Creating Forms (Access 2007 - Course 4)	This course provides information on creating forms in Access 2007, including simple forms, more complex multiple items forms, and split forms. It also shows how to create customized forms using the Form Wizard.	2
	Creating Reports (Access 2007 - Course 5)	This course provides information on creating reports using Access 2007.	1
	Creating Queries and Filters (Access 2007 - Course 6)	This course provides information on how to use queries and filters to search and sort your database tables. It shows how to filter using the Sort and Filter feature and how to build queries using the Query Wizard.	1
	Expressions and Queries (Access 2007 Advanced - Course 1)	This course focuses on the use of VBA functions when creating queries, and examples of queries that use the four basic types of joins you can create in Microsoft Access 2007.	3
	PivotTables, PivotCharts, and Graphs (Access 2007 Advanced - Course 2)	This course provides an introduction to working with PivotTables and PivotCharts.	3
	Macros and Data Imports/Exports (Access 2007 Advanced - Course 3)	This course focuses on the use of macros and the ability to import and export data between Microsoft Access 2007 and other programs.	3

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Course Topic	Course Name	Description	Hours
Basics of Business Math	Fractions (Basics of Business Math - Course 1)	This course provides instruction and practice in basic business math skills for the area of fractions.	3
	Decimals (Basics of Business Math - Course 2)	This course teaches how to add, subtract, multiply, and divide using decimals. It also shows the order in which to do this for combined computations.	3
	Calculator (Basics of Business Math - Course 3)	This course provides instruction and practice in using a calculator for business math.	3
	Equations (Basics of Business Math - Course 4)	This course discusses equations and ratios. It teaches what equations and ratios are and how to use them to solve many different word problems.	3
	Percents (Basics of Business Math - Course 5)	This course teaches how to calculate percents. It explains how to convert decimals to percents, percents to decimals, fractions to percents, and percents to fractions. This course also teaches how to solve word problems involving percentages by using form	2
	Reports (Basics of Business Math - Course 6)	This course provides instruction in evaluating and analyzing basic statistics and graphs used in business reports.	2
Building Relationships	Socializing at Work (Building Relationships - Course 1)	This course provides tips you can use to network in the workplace. It includes information about overcoming fears, using body language, words, and tone, and gives tips for making a good first impression.	2
	Understanding Behavioral Intentions (Building Relationships - Course 2)	This course will help you identify behavioral intents and troublesome behaviors. It also offers techniques that you can use to build relationships with a variety of people.	2
	Choosing Your Approach (Building Relationships - Course 3)	This course focuses on dealing with tough behaviors by using skillful communication. It also teaches you effective listening skills.	1
Business Ethics	What You Don't Know Can Hurt You (Business Ethics - Course 1)	This video is designed to help you and your organization wade through the ambiguous areas of business ethics. After taking this course, learners will understand the primary principles of and possess strategies for ethical decision making, development, and	0.28

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Course Topic	Course Name	Description	Hours
Business Ethics	Everyday Ethical Dilemmas (Business Ethics - Course 2)	After taking this course, learners will understand the need for a practical approach to business ethics and how to develop their own personal ethical perspectives.	2
	Ethical Dilemmas and the Law (Business Ethics - Course 3)	This course features practical instruction for searching the Internet for legal information relevant to business ethics.	1
	Individual Values; Organizational Values (Business Ethics - Course 4)	This course focuses on helping learners set and use personal value priorities in their daily lives.	2
Career Development (Videos)	Been There, Done That, Now What? (Career Development (Videos) - Course 1)	This course provides information on reconditioning yourself for success.	2
	The Influence Edge and Your Career (Career Development (Videos) - Course 2)	You are the main influencer of your career. Therefore, you need to know how to put together clear strategies for your development. During this program, you'll learn the steps of career development and the influence strategies to help you stay on track to	0.2
Coaching (Videos)	Performance Coaching: Career Coaching (Coaching (Videos) - Course 1)	When a manager acts as a career coach, the benefits are numerous. Besides having a healthy and positive relationship with his or her employees, it encourages organizational performance. This program is designed to show you, as a manager, the different typ	0.25
	Performance Coaching: Collaborating (Coaching (Videos) - Course 2)	As a manager, it's your responsibility to make certain your employees meet or exceed the performance standards of your company. To accomplish this, you must identify the performance needs of your employees by playing the role of collaborator. This program	0.28
	Performance Coaching: Mentoring (Coaching (Videos) - Course 3)	Mentoring relationships help improve productivity by enhancing the performance of employees. During this program, you'll learn the organizational benefits of mentoring and the qualifications for becoming a mentor. You'll also be provided the steps involve	0.33

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Course Topic	Course Name	Description	Hours
Coaching (Videos)	Performance Coaching: Training (Coaching (Videos) - Course 4)	As a manager, you must be able to break down complicated tasks into basic steps. During this program, you'll learn the seven laws of training and the importance of using transfer of learning strategies to improve performance.	0.28
Communicating with Power	Elements of Powerful Communication (Communicating with Power - Course 1)	This course covers basic communication skills and focuses on persuasive communication. More specifically, it covers the interaction of the three basic elements of communication: the communicator, the audience, and the subject.	1
	Persuasive Appeals (Communicating with Power - Course 2)	This course covers constructing a persuasive communication using an emotional, character, or logical appeal. More specifically, it covers constructing an emotional appeal to alter your audience's feelings, developing a character appeal through credentials	1
	Modes of Persuasion (Communicating with Power - Course 3)	This course covers two different modes of persuasion: face-to-face and written communication. More specifically, it covers how to plan and deliver persuasive communications in person and in writing. It also covers when each mode of persuasion is most appropriate	1
	Active Listening (Communicating with Power - Course 4)	This course covers basic listening skills and focuses on active listening. More specifically, it covers the ways effective listeners prepare for active listening exchanges and the behaviors they exhibit while listening.	2
	Resolving Conflict (Communicating with Power - Course 5)	This course covers the basic types of and responses to workplace conflict and discusses general guidelines for integrating conflict resolution into the culture of organizations.	2
	Negotiation (Communicating with Power - Course 6)	This course covers communication skills and focuses on negotiation. More specifically, it covers the ways that negotiation is both an art and a science, the qualities of assertive negotiators, and the steps of the negotiation process.	2

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Course Topic	Course Name	Description	Hours
Communication (Videos)	Curing Common Meeting Ailments (Interview) (Communication (Videos) - Course 1)	How can facilitators recognize and cure some common meeting ailments? What can they do to minimize these problems in future meetings? Watch as Eli Mina, a professional meeting facilitator, seminar leader and the author of The Complete Handbook of Business	0.1
	Effective Business Writing (Communication (Videos) - Course 2)	Business writing is not a magical or mystical experience but part of a process that anyone can master. Effective business writing is especially important in this Internet age where communication is often fast and immediate. During this program you'll learn	0.35
	High Performance Communication (Communication (Videos) - Course 3)	Your ability to learn and practice effective communication techniques can spell the difference between success and failure. During this program, you'll recognize how to prevent and deal with communication problems, find out why effective communication ski	0.33
	Keeping Meeting Participants Awake (Interview) (Communication (Videos) - Course 4)	How can facilitators make the most of the meetings they lead? How can they ensure that all the participants stay focused and alert during meetings? Watch as Eli Mina, a professional meeting facilitator, seminar leader and the author of The Complete Handbo	0.12
	The People Styles Model (Communication (Videos) - Course 5)	Each of us communicates, makes decisions and handles conflict differently. To make handling these differences easier, you can use the People Styles Model. By using this model, you'll not only develop a better understanding of human behavior, you'll actual	0.33
	People Styles at Work (Communication (Videos) - Course 6)	Human behavior challenges most of us; however, the People Styles Model offers one way to understand and predict it. In this program, you'll refresh your understanding of the four people styles discussed in The People Styles Model. And, you'll learn about	0.23

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Course Topic	Course Name	Description	Hours
Communication (Videos)	Resolving Conflict (Communication (Videos) - Course 7)	Conflict is a reality of your work life. No matter what your job or your position, you will encounter conflict situations. During this program, you'll learn to recognize the faces of conflict so you can manage them more effectively. You'll also learn how	0.25
	Telephone Etiquette (Communication (Videos) - Course 8)	This course is for anyone who wishes to use the telephone effectively. It covers basic etiquette and business use.	0.38
	The Influence Edge and E-Mail (Communication (Videos) - Course 9)	E-mail allows you to strategize in an influence situation. During this program, you'll learn when it is appropriate to influence via e-mail and the strategies that will help you do it. In addition, you'll learn how to emphasize nonverbal communication cue	0.18
	Understanding Negotiation (Communication (Videos) - Course 10)	We often think of negotiation as a confrontation between people regarding a set of issues. To be effective at negotiation, it is important to think in broader terms than just bargaining. During this program, you'll learn to define the aspects of negotiati	0.33
	Working Wounded: Effective Business Presentations (Communication (Videos) - Course 11)	The key to public speaking is learning to speak the same language as your audience. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how your objective, what you know about the audience and what you want the audience to	0.05
	Working Wounded: Giving an Apology at Work (Communication (Videos) - Course 12)	Sometimes at work, we have to express genuine regret for what happened. The trick is to use the right words and the right delivery. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how to name your mistake and accept res	0.05
	Working Wounded: Leading a Successful Meeting (Communication (Videos) - Course 13)	Anxiety often builds when you are faced with trying to lead a successful meeting. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, provides some useful tips to help you run a successful meeting.	0.05

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Course Topic	Course Name	Description	Hours
Communication (Videos)	Working Wounded: Making Group Decisions (Communication (Videos) - Course 14)	It's not unusual for people to go into meetings with different expectations and then crash when it's time to come to a resolution. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how to effectively make group decisions.	0.05
	Working Wounded: Working Through Conflict (Communication (Videos) - Course 15)	There are times when you just can't avoid a conflict with a co-worker. During these times, you need to put your energy into learning what's on the other person's mind. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how	0.05
Computer Basics	Using Your PC (Computer Basics - Course 1)	This course introduces general computer use and terminology. It describes the basic hardware components of a PC and introduces basic skills for using software programs in a Windows environment.	4
Computing Concepts	Types of Security (Computing Concepts - Course 1)	This course provides an advanced look at computer security features.	3
	Security Risks (Computing Concepts - Course 2)	This course explains contingency planning and precautions against computer crime using the framework of administrative, physical and logical security.	3
	Database Basics (Computing Concepts - Course 3)	This course provides an introduction to the basics of databases.	3
	Selecting Databases (Computing Concepts - Course 4)	This course introduces the principles of database management systems (DBMSs).	3
	Data Processing (Computing Concepts - Course 5)	This course provides an introduction to the concepts related to data processing.	2
	Managing Data (Computing Concepts - Course 6)	This course provides an overview of managing data.	2
	Teleprocessing (Computing Concepts - Course 7)	This course provides an overview of various computing concepts related to teleprocessing.	2
	Transmitting Data (Computing Concepts - Course 8)	This course covers the functions performed by a teleprocessing network.	3
	Messages (Computing Concepts - Course 9)	This course explains the fourth element of telecommunications, the message.	2

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Course Topic	Course Name	Description	Hours
Crystal Reports 8	Getting Started (Crystal Reports 8 - Course 1)	This course shows users how to create and save a standard report in Crystal Reports 8.	4
	Designing a Report (Crystal Reports 8 - Course 2)	This course shows users how to create a custom report in Crystal Reports 8 and customize it by inserting special fields and changing object properties.	4
	Selecting Records (Crystal Reports 8 - Course 3)	This course shows the user how to filter data in Crystal Reports 8 using compound filters, date searches and wildcards.	3
	Sorting and Grouping Data (Crystal Reports 8 - Course 4)	This course shows users how to sort and group data in Crystal Reports 8.	4
	Creating Summary Totals, Reports, and Graphs (Crystal Reports 8 - Course 5)	This course shows users how to summarize data using totals, reports, and graphs in Crystal Reports 8.	4
	Formulas and Functions (Crystal Reports 8 - Course 6)	This course shows users how to insert and use formulas and functions in Crystal Reports 8.	4
	Printing and Exporting Reports (Crystal Reports 8 - Course 7)	This course shows users how to print reports from Crystal Reports 8 and how to export report data to Microsoft Excel and Word formats.	2
	Linking Tables (Crystal Reports 8 - Course 8)	This course shows users how to use Crystal Reports 8 to link data tables together and create mailing labels.	3
Crystal Reports XI	Navigating the Design Environment (Crystal Reports XI - Course 1)	This course provides an overview of the report design environment including sections, toolbars, menus, and explorers.	2
	Selecting Just the Right Data Source(s) for Your Report (Crystal Reports XI - Course 2)	This course provides an overview of working with data sources, including database drivers, data source selection, and data objects.	2
	Report Wizards and Do It Yourself (Crystal Reports XI - Course 3)	This course explains how to make a connection to OLE DB or ODBC databases using Xtreme Sample Database 11 in Crystal Reports XI along with how to use the Standard Report Creation Wizard.	1
	Selecting and Organizing Your Report Data (Crystal Reports XI - Course 4)	This course provides an introduction to selecting and organizing report data in Crystal Reports XI.	1
	Manipulating Your Report Data in Meaningful Ways (Crystal Reports XI - Course 5)	This course provides an explanation for filtering data on given criteria, sorting data based on field values, and summarizing and subtotaling data.	2

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Course Topic	Course Name	Description	Hours
Crystal Reports XI	Letting Formulas and Functions Do All the Work (Crystal Reports XI - Course 6)	This course provides an introduction to formula creation and the use of functions in Crystal Reports XI.	3
	Creating Dynamic Reports with Parameters (Crystal Reports XI - Course 7)	In this course, you will learn to add parameter fields to provide a single report that can service very specific reporting requirements and also accommodate a large audience of business users. You will take a closer look at using parameters in your report	2
	Formatting Reports that Function and Sizzle (Crystal Reports XI - Course 8)	This course explains how to format your report using various tools in Crystal Reports XI.	3
	Making Reports Sections Work for You (Crystal Reports XI - Course 9)	This course examines the modifiable properties of report sections along with ways to apply them in professionally styled reports.	2
	Visualizing Your Report Data with Charts and Maps (Crystal Reports XI - Course 10)	This course teaches you various charting and mapping techniques, including using the Chart and Map Experts, as well as manual chart and map formatting.	3
Customer Service	Defining Service (Customer Service - Course 1)	This course explains the concept of company-wide customer service and standards.	5
	Communicating (Customer Service - Course 2)	This course presents strategies for understanding customer problems, resolving conflict, and writing effective correspondence, instructions, and manuals.	6
	Fixing Problems (Customer Service - Course 3)	This course explains how to answer common questions, find customers' needs and problems, and resolve the root cause of those problems.	4
	Building a Department (Customer Service - Course 4)	This course provides users with an overview of creating a Customer Service department and hiring talented customer service people.	4
	Tools of the Trade (Customer Service - Course 5)	This course explains the concept of company-wide customer service and standards.	4
Customer Service (Videos)	Building Customer Loyalty (Customer Service (Videos) - Course 1)	Customers expect and even demand excellent customer service. In exchange, they will give you their undying customer loyalty. This program will help you learn the difference between customer satisfaction and customer loyalty. You'll also learn techniques t	0.22

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Course Topic	Course Name	Description	Hours
Customer Service (Videos)	Delighting Your Customers (Customer Service (Videos) - Course 2)	Delighting your customers not only helps build excellent customer service but also inspires customer loyalty. Watch as John Yokoyama, president of the Pike Place Fish Company, discusses how delighting customers brings them back over and over again.	0.05
	Building Web Relationships (Interview) (Customer Service (Videos) - Course 3)	The information portion of any goods or service has become a large part of its value. Watch as Steve Mott, President of BetterBuyDesign.com, discusses how the new gatekeepers of information pipelines build one-to-one relationships with customers.	0.08
	Creating Customer Value (Customer Service (Videos) - Course 4)	Value can mean different things to different people. In order to create value for your customers, you need to define what value means in the context of providing outstanding service. During this program, you'll learn how to increase value by changing thre	0.23
	Crown Your Customers (Interview) (Customer Service (Videos) - Course 5)	In today's customer economy, customers are at the base of successful businesses more than ever. Watch as Patricia Seybold, founder and CEO of the Patricia Seybold Group, discusses what businesses need to do to attract and keep customers.	0.07
	Customer Convenience is Key to E-Commerce (Interview) (Customer Service (Videos) - Course 6)	Organizations that deliver products with the greatest convenience are those that will prosper in the New Economy. Watch as Daniel Spulber, Professor at Kellogg Graduate School of Management, Northwestern University, advises how an organization can create	0.1
	Dealing with Customer Complaints (Customer Service (Videos) - Course 8)	When customers complain, it shows they care. You want customers to complain so you can fix the problem. The challenge is to know the best way to resolve the situation. During this program, you'll learn why an organization should seek customer complaints,	0.25

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Customer Service (Videos)	Exceeding Customer Expectations (Customer Service (Videos) - Course 9)	Without a cohesive strategy, customer service is just a slogan or platitude. Using a service management model, you can institute a customer service culture within your organization. During this program, you'll learn how the service management model is use	0.22
	Getting to Know Your Customers (Customer Service (Videos) - Course 10)	In order to have a successful service strategy, you need to get to know your customers well. You need to know who they are and what they need. By doing so, you can meet their expectations and turn them into repeat customers. During this program, you'll le	0.28
	Getting Your Customer Experience Right (Interview) (Customer Service (Videos) - Course 11)	Creating a better customer experience on line is critical to customer retention. Watch as Patricia Seybold, founder and CEO of the Patricia Seybold Group, author and speaker, discusses how branding your customer experience can lead to customer loyalty.	0.05
	Implementing Effective Service Standards (Customer Service (Videos) - Course 12)	Delivering effective service to the customer doesn't happen by accident. You need to create a target for effective service through well-thought-out objectives and standards. You also need to implement a range of internal monitoring mechanisms to ensure th	0.23
	Keeping Loyal Customers (Customer Service (Videos) - Course 13)	Sometimes, providing an exceptional product or service environment isn't enough to keep customers coming back. There are many reasons customers leave. You need to figure out why and implement effective ways of retaining them and building loyalty. During t	0.28
	Measuring Customer Service (Customer Service (Videos) - Course 16)	To achieve quality customer service, you need to understand how to measure it before you can manage it. But first, you need to figure out what exactly you want to measure and for what result. During this program, you'll learn the different service quality	0.28

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Customer Service (Videos)	Profits, Not Promises (Interview) (Customer Service (Videos) - Course 17)	The rise of e-commerce has brought customers greater choice and vendors more competition. Watch as John Hagel, chief strategy officer of 12 Entrepreneur, Inc., discusses how to get the most value from e-commerce for your company and your customers.	0.05
	Understanding Customer Service (Customer Service (Videos) - Course 18)	To provide exceptional customer service, you need to understand the needs and issues around customer service. You need to know the reasons why customers are happy or unhappy with the level of service your company provides and most importantly, you need to	0.23
	Working Wounded: Building Relationships with Your Customers (Customer Service (Videos) - Course 19)	Building ongoing relationships with your customers is crucial to success. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses the importance of long-term loyalty and ways to promote it.	0.05
	Working Wounded: Good News About Customer Complaints (Customer Service (Videos) - Course 20)	When it comes to customer feedback, bad news is good. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how customer complaints can help improve your business.	0.05
	Customer Service Strategy (Customer Service (Videos) - Course 7)	Having a clear customer service strategy is critical to building a customer service culture and delivering exemplary service. The challenge is in making the strategy real and not just of passing interest or the flavor of the month. During this program, yo	0.2
Dealing with Difficult People	Managing Against the Odds (Dealing with Difficult People - Course 1)	This course introduces the major issues involved in dealing with difficult employees. It provides a three-step process to help transcend preconceptions about difficult people and avoid missteps in managing them.	0.27
	Consideration (Dealing with Difficult People - Course 2)	After taking this course, the learner will be able to identify key causes of inconsiderate behavior in the workplace and outline polite, effective strategies for resolving the problems with the other people who are involved. Situations covered in this cou	2

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Dealing with Difficult People	Attitude (Dealing with Difficult People - Course 3)	This course provides an overview of problems that arise from attitude issues in the workplace. After taking this course, you will be able to identify key causes of attitude problems in the workplace and outline polite, effective strategies for resolving t	1
	Trust (Dealing with Difficult People - Course 4)	This course provides an overview of problems that arise from trust issues in the workplace. After taking this course, you will be able to identify key causes of trust problems in the workplace and outline thoughtful, effective strategies for resolving the	1
	Power (Dealing with Difficult People - Course 5)	This course provides an overview of problems that arise from power issues in the workplace. After taking this course, you will be able to identify key causes of power struggles in the workplace and outline thoughtful, effective strategies for resolving th	1
	Communication (Dealing with Difficult People - Course 6)	This course provides an overview of problems that arise from communication problems in the workplace. After taking this course, you will be able to identify key causes of communication problems in the workplace and outline thoughtful, effective strategies	2
	Responsibility (Dealing with Difficult People - Course 7)	This course provides an overview of problems that arise from responsibility issues in the workplace. After taking this course, you will be able to identify key causes of irresponsible behavior in the workplace and outline thoughtful, effective strategies	1
Effective Business Communication	The Planning Worksheet (Effective Business Communication - Course 1)	After taking this course, the learner will be able to use a Planning Worksheet to analyze the needs and restrictions of a writing task.	1
	Writing Skills (Effective Business Communication - Course 2)	This course will help you improve your business writing skills by choosing appropriate words, building effective sentences, and identifying and correcting common sentence faults.	2
	Patterns of Development (Effective Business Communication - Course 3)	After taking this course, you will be able to organize business writing into specific patterns, depending on the type of information you want to communicate.	1

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Course Topic	Course Name	Description	Hours
Effective Business Communication	Letters (Effective Business Communication - Course 4)	The course discusses standard letter parts and letter formats. This course talks about planning a correspondence, and the words, sentences, and paragraphs used when creating an effective letter. It also discusses the block and modified letter formats and	2
	Memos, E-Mail and Other Communications (Effective Business Communication - Course 5)	This course discusses memos, proposals, press releases, e-mails, and faxes.	1
	Reports (Effective Business Communication - Course 6)	After taking this course, you will be familiar with the general characteristics and acceptable formats of formal, informational, analytical, and persuasive reports.	1
	Documentation (Effective Business Communication - Course 7)	In this course, you will learn how to write clear, concise documentation. You will be able to effectively plan your documentation project and decide what information to include. This course also discusses the proper parts of a document, the editing proces	3
Effective Presentations	Preparing for a Presentation (Effective Presentations - Course 1)	This course explains how proper preparation can help you deliver a more effective presentation.	3
	Developing an Effective Message (Effective Presentations - Course 2)	This course shows you how to best structure message content to accomplish a presentation goal, as well as how to effectively use patterns in your presentations.	2
	Improving Delivery Skills (Effective Presentations - Course 3)	This course provides tips and tools for improving your delivery skills for presentations.	2
	Using PowerPoint and Other Visuals (Effective Presentations - Course 4)	This course shows how to design a dynamic PowerPoint presentation and use other visual tools to support message content.	3
E-Mailing Your Way to the Top	Managing Your Inbox (E-Mailing Your Way to the Top - Course 1)	This course provides information on how to manage your e-mail, reduce e-mail volume, and recognize the sources of common low-value messages.	2
	Writing Effective E-Mails (E-Mailing Your Way to the Top - Course 2)	This course provides information on how to use e-mails to communicate appropriately and effectively in a professional environment.	3
	The Legal Face of E-Mail (E-Mailing Your Way to the Top - Course 3)	This course provides information on how to manage legal and security issues related to e-mail.	2

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Course Topic	Course Name	Description	Hours
E-Mailing Your Way to the Top	Becoming an Organizational Leader (E-Mailing Your Way to the Top - Course 4)	This course provides information on how to take a leadership role in your department or company in developing more productive e-mail practices.	1
Excel 2000 MOS	Working with Cells (Excel 2000 MOS - Course 1)	This course shows how to enter and edit data in Excel 2000 worksheet cells and how to create hyperlinks.	4
	Working with Files (Excel 2000 MOS - Course 2)	This course shows how to locate, open, and save files in Excel 2000.	3
	Formatting Worksheets (Excel 2000 MOS - Course 3)	This course shows how to format and adjust cells, adjust rows and columns, and apply formatting and styles in an Excel 2000 worksheet.	4
	Page Setup and Printing (Excel 2000 MOS - Course 4)	This course shows how to preview and print worksheets and workbooks; add headers, footers, and titles, and adjust page settings in Excel 2000 worksheets.	2
	Worksheets and Workbooks (Excel 2000 MOS - Course 5)	This course shows how to work with worksheet rows and columns, manage worksheets, and consolidate data in Excel 2000 worksheets.	3
	Formulas and Functions (Excel 2000 MOS - Course 6)	This course shows how to work with formulas and functions in Excel 2000 worksheets.	3
	Charts and Objects (Excel 2000 MOS - Course 7)	This course shows how to create, modify, and print charts; insert, move and delete pictures, and draw lines and shapes in Excel 2000 worksheets.	2
Excel 2000 MOS Expert	Importing and Exporting Data (Excel 2000 MOS Expert - Course 1)	This course shows users how to import data from Excel to other applications, query a database application to extract data, and export data from other applications into Excel.	4
	Working with Templates, Links, and Report Manager (Excel 2000 MOS Expert - Course 2)	This course shows users how to create, apply, and edit templates; use a workspace; link workbooks; preview and print worksheets; and use the Report Manager.	2
	Formatting, Sorting, and Filtering Data (Excel 2000 MOS Expert - Course 3)	This course shows users how to format numeric data, create custom and conditional formats, sort and group data, use data forms for data entry and retrieval, and use filters to extract data.	3

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Course Topic	Course Name	Description	Hours
Excel 2000 MOS Expert	Naming Ranges, Working with Macros, and Customizing Toolbars (Excel 2000 MOS Expert - Course 4)	This course shows users how to add and delete a named range and use a named range in a formula; use the HLOOKUP and VLOOKUP functions; record, run, and edit a macro, assign a macro to a toolbar button; and hide, display, and customize toolbars.	5
	Validating and Auditing Data (Excel 2000 MOS Expert - Course 5)	This course shows users how validate data, trace and fix errors, trace precedents for a formula, and trace dependents for a specific cell.	2
	Analyzing Data and Using PivotTables (Excel 2000 MOS Expert - Course 6)	This course shows how to use data analysis tools such as Goal Seek, Solver, and Scenarios, and PivotTables and PivotCharts.	3
	Sharing Work and Adding Security (Excel 2000 MOS Expert - Course 7)	This course shows users how to add comments to cells, change workbook properties, apply and remove worksheet and workbook protection and file passwords, track changes, create a shared workbook, and merge workbooks.	3
Excel 2002	Working with Cells (Excel 2002 - Course 1)	This course shows users how to enter and edit data in Excel 2002 worksheet cells and create hyperlinks.	4
	Working with Files (Excel 2002 - Course 2)	This course shows users how to locate, open, and save files in Excel 2002.	3
	Formatting Worksheets (Excel 2002 - Course 3)	This course shows users how to format and adjust cells, adjust rows and columns, and apply formatting and styles in an Excel 2002 worksheet.	4
	Page Setup and Printing (Excel 2002 - Course 4)	This course shows users how to preview and print worksheets and workbooks, add headers, footers, and titles, and adjust page settings in Excel 2002 worksheets.	2
	Worksheets and Workbooks (Excel 2002 - Course 5)	This course shows users how to work with worksheet rows and columns, move between worksheets in a workbook, consolidate data, change the zoom setting, and check spelling in Excel 2002 worksheets.	4
	Formulas and Functions (Excel 2002 - Course 6)	This course shows users how to work with formulas and functions in Excel 2002 worksheets.	3
	Charts and Objects (Excel 2002 - Course 7)	This course shows users how to create, modify, and print charts, insert, move and delete pictures, and draw lines and shapes in Excel 2002 worksheets.	2

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Course Topic	Course Name	Description	Hours
Excel 2003	Getting Started (Excel 2003 - Course 1)	This course provides an overview of the use of the Excel 2003 interface and new product features.	3
	Creating a Spreadsheet (Excel 2003 - Course 2)	This course shows you how to input data to an Excel spreadsheet.	4
	Formatting Data (Excel 2003 - Course 3)	This course provides information about formatting the cells and tables of your Excel worksheets.	3
	Editing and Printing Worksheets (Excel 2003 - Course 4)	This course provides the user with information on editing and printing worksheets in Excel 2003.	5
	Managing Worksheets (Excel 2003 - Course 5)	This course shows users how to view and manage information in a worksheet.	4
	Charts and Databases (Excel 2003 - Course 6)	This course teaches the user how to add charts and graphics to worksheets, and how to create and manage databases using Excel 2003.	4
	Hypertext and Tips (Excel 2003 - Course 7)	This course provides information about the Web functions available in Excel.	3
Excel 2007	Getting Started (Excel 2007 - Course 1)	This course provides information about using Microsoft Excel 2007. It provides basic information for beginners, or for those individuals wanting to brush up on working in Excel.	2
	Creating a Worksheet (Excel 2007 - Course 2)	This course provides information about entering text, values and formulas into worksheet cells in Microsoft Excel 2007. It also provides information about calculating formulas and using built-in functions, like AutoComplete, AutoFill, Insert Function, and	3
	Formatting Data (Excel 2007 - Course 3)	This course shows you how to select, adjust and apply different formats to cells in Excel 2007.	1
	Editing and Printing Worksheets (Excel 2007 - Course 4)	This course provides information about using different viewing modes to preview workbooks, distinguishing between relative and absolute cell references, copying formulas from one cell to another, and viewing copied items on the clipboard. It also provides	1

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Course Topic	Course Name	Description	Hours
Excel 2007	Managing Worksheets (Excel 2007 - Course 5)	This course provides information about managing multiple worksheets, naming cells and ranges, and searching for data within your worksheet. It also covers sharing and protecting your workbooks and adding cell-specific information such as Web links and com	2
	Using Charts and Objects (Excel 2007 - Course 6)	This course provides a detailed look at how you can insert and modify charts, shapes, text boxes, pictures, SmartArt, and clip art to visually enhance your worksheets.	2
Excel 2007 Advanced	Filtering and Sorting Data (Excel 2007 Advanced - Course 1)	This course provides information on how to filter and sort your worksheets in Excel 2007.	2
	Using Pivot Tables (Excel 2007 Advanced - Course 2)	This course explains how to create and use pivot tables in Excel 2007.	2
	Working with Functions (Excel 2007 Advanced - Course 3)	This course introduces the use of Excel 2007 functions.	3
	Using Data Analysis Tools (Excel 2007 Advanced - Course 4)	This course provides an introduction to the commands used to analyze data in Excel 2007.	1
	Automating with VBA Macros (Excel 2007 Advanced - Course 5)	This course introduces the use of macros in Excel 2007.	2
	Adding Connections and Importing Data (Excel 2007 Advanced - Course 6)	This course provides detail about connecting worksheets and workbooks for automatic sharing and updating. It also provides detail about importing information from the Web, text files, XML data, Access documents, and other files from external data sources.	2
Finance (Videos)	Building Budgets That Affect Reality (Interview) (Finance (Videos) - Course 1)	Budgets that reflect reality are key to any organization's success. Join us as John Swinburn, President of Challenge Management, Inc., describes where to begin when building budgets and how to obtain reliable information to include.	0.07
	Capitalize Your Capital (Interview) (Finance (Videos) - Course 2)	Private finance is the path of salvation for many of today's publicly traded Internet and small firms. Watch as Harlan Kleiman, managing director of Shoreline Pacific Institutional Finance, discusses what you need to know to access and capitalize potentia	0.22

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Course Topic	Course Name	Description	Hours
Finance (Videos)	Cash Flow Analysis (Finance (Videos) - Course 3)	Many managers focus on profits and equate profits with cash. Even a profitable and seemingly successful business can encounter serious difficulties with cash flow. During this program, you'll learn the distinction between sales revenue, income from operat	0.33
	Key Financial Ratios (Finance (Videos) - Course 4)	Financial ratios are a key component in measuring the financial health and success of any company. A strong knowledge of financial ratios can ensure that intelligent financial decisions will be made. During this program, you'll learn about the five catego	0.3
	Linking Financial Management with Organizational Goals (Finance (Videos) - Course 5)	For any company to be financially successful, there must be congruence between organizational goals and the financial infrastructure. Join us as John Swinburn, President of Challenge Management, Inc., discusses the impact of linking financial management t	0.05
	Understanding Financial Statements (Finance (Videos) Course 6)	The financial health of any company is the result of all the business decisions made by the managers and employees of that company. Those who have a solid understanding of the basic principles of financial analysis can better ensure that their decisions s	0.25
	Working Wounded: The Budget Blues (Finance (Videos) - Course 7)	Budgeting may sometimes be as exciting as a root canal. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, provides a few tips you can use to overcome the budget blues.	0.03
Fundamentals of Business Management	Management in Perspective (Fundamentals of Business Management - Course 1)	After taking this course, learners will be able to evaluate their current performance as managers and utilize the skills, techniques, and theories reviewed in the course to improve their productivity. Learners will also be able to formulate plans of actio	2
	Functions of Front-Line Management (Fundamentals of Business Management - Course 2)	This course provides a comprehensive introduction to the skills and duties of front-line management. The course explores the role of supervisor through best practices, expert suggestions, and practical tips that help build and maintain productive working	3

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Course Topic	Course Name	Description	Hours
Fundamentals of Business Management	Managerial Finance and Accounting (Fundamentals of Business Management - Course 3)	This course provides an introduction to the language of finance. After taking this course, the learner will be able to interpret financial reports and ask intelligent questions about financial matters.	5
Global Business (Videos)	Communicating Across Cultures (Global Business (Videos) - Course 1)	One cannot be naive about cultural differences and yet one cannot deny the similarities. That is why it is important to understand where the similarities and differences are and what they signify. During this program, you'll learn how business practices vary	0.33
	Global Work (Global Business (Videos) - Course 2)	The globalization of work is perhaps the defining trend of our time. It's reshaping not only the macro-level aspects of economic life but the personal aspects as well. This program will help you define global work and the four shifts occurring in the globe	0.37
	The Influence Edge in Cross-Cultural Situations (Global Business (Videos) - Course 5)	Influencing across cultures can help you win new customers, satisfy existing ones and make your professional reputation shine. During this program, you'll learn the difference between high and low context cultures, and how to influence cross-culturally. You	0.2
Grammar	Fundamental Sentence Structures (Grammar - Course 1)	This course provides instruction and practice in basic business grammar skills for the area of sentence structures.	3
	Punctuation (Grammar - Course 2)	This course provides an overview of the use of business grammar skills and how to use it to punctuate sentence structures.	2
	Complex Sentence Structures (Grammar - Course 3)	This course provides an overview of the use of business grammar skills.	3
	Advanced Grammar (Grammar - Course 4)	This course provides an overview of advanced grammar and how to use pronouns, adjectives, adverbs, special punctuation, and modifiers.	2
GroupWise 5.5	Getting Started with GroupWise (GroupWise 5.5 - Course 1)	This course teaches users the different parts of the GroupWise Mailbox how to find help and how to recognize the different GroupWise message types.	2
	Creating and Sending Messages (GroupWise 5.5 - Course 2)	This course teaches users how to create and address e-mail messages how to work with attachments and how to reply to and forward messages.	3

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Course Topic	Course Name	Description	Hours
GroupWise 5.5	Organizing Your Mailbox (GroupWise 5.5 - Course 3)	This course teaches the user how to efficiently dispose of, store, and track message items in GroupWise.	2
	Calendar, Task, and Phone Features (GroupWise 5.5 - Course 4)	This course teaches the user how to use the scheduling, task, and note features to better organize and keep track of appointments and assignments.	3
	Managing Documents and Folders (GroupWise 5.5 - Course 5)	This course teaches the user how to create and use GroupWise library documents, shared folders, and discussions. This course also teaches how to create rules for organizing messages.	3
	Advanced GroupWise Features (GroupWise 5.5 - Course 6)	This course addresses such issues as remote access, accessing another user's Mailbox, and customizing default GroupWise settings.	3
GroupWise 6.5	Getting Started (GroupWise 6.5 - Course 1)	This course provides an overview of GroupWise functionality and how to navigate through the main GroupWise interface. This course also discusses the features and enhancements that are new to GroupWise 6.5.	2
	Messages and the Address Book (GroupWise 6.5 - Course 2)	This course provides information on sending messages, receiving messages, and using the Address Book in GroupWise 6.5.	4
	Managing Messages (GroupWise 6.5 - Course 3)	This course explains how to organize, manage, and locate the many different types of messages you can send and receive with GroupWise.	4
	Calendars and Tasks (GroupWise 6.5 - Course 4)	This course shows learners how to use GroupWise 6.5 to replace an old-fashioned calendar or daily planner. It explains how to manage personal calendar items, such as appointments and tasks, and how to use the GroupWise 6.5 workgroup and collaboration fea	4
	Advanced GroupWise Features (GroupWise 6.5 - Course 5)	This course provides an overview of the advanced features included in GroupWise 6.5. After taking this course, the learner will be able to better manage messages through GroupWise rules. The learner will also become familiar with proxy rights, data import	3

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Course Topic	Course Name	Description	Hours
GroupWise 6.5	Managing Documents (GroupWise 6.5 - Course 6)	This course provides the basics of GroupWise document management and GroupWise libraries, including accessing GroupWise libraries, importing documents, working with documents in a GroupWise library, setting security options on documents, and deleting docu	4
	Remote Access and Customizing GroupWise (GroupWise 6.5 - Course 7)	After taking this course, the learner will be able to configure GroupWise Remote Mode to transfer information between a laptop computer and a network, as well as customize the GroupWise environment.	3
	Mobile GroupWise Access (GroupWise 6.5 - Course 8)	After taking this course, the learner will be familiar with the steps to take in order to access a GroupWise account through WebAccess from a Web browser. The course also explains how to manage a GroupWise Mailbox through a handheld device.	2
Innovation in the Workplace	Defining Innovation and Determining Your Point of View (Innovation in the Workplace - Course 1)	This course defines innovative thought and explains strategies for understanding and broadening your point of view.	1
	Identifying the Enemies of Ideas and Innovation (Innovation in the Workplace - Course 2)	This course describes ten of the most common enemies of innovation and explains how to avoid them.	2
	Asking Questions (Innovation in the Workplace - Course 3)	This course provides tips and techniques on asking effective questions and determining the context of the answers you receive.	1
	Harnessing Energy (Innovation in the Workplace - Course 4)	This course explains the vital role that energy, not necessarily logic, plays in the innovation process.	1
	Creating Ideas (Innovation in the Workplace - Course 5)	This course provides exercises and techniques that will help you create new ideas and foster creativity and innovation.	1
	Measuring Success (Innovation in the Workplace - Course 6)	This course discusses how to effectively assess the energy and potential of ideas.	1
Instructional Design	Process, Needs, and Roles (Instructional Design - Course 1)	This course provides an introduction to learning theory and the instructional design process, tactics for identifying the need for instruction. It also examines the roles of the designer and other personnel in the process.	3

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Course Topic	Course Name	Description	Hours
Instructional Design	Analysis and Objectives (Instructional Design - Course 2)	This course provides an introduction to learner analysis procedures, task and content analysis, as well as writing and classifying learning objectives.	4
	Design Concepts (Instructional Design - Course 3)	This course provides information on sequencing, delivery and instructional strategy, as well as designing the instructional message.	3
	Planning and Implementation (Instructional Design - Course 4)	This course provides an introduction on developing instructional materials, instructional delivery methods, support and management of an instructional design group, as well as implementation decisions as they relate to various aspects of project planning.	3
	Evaluation (Instructional Design - Course 5)	This course provides an introduction to the use of evaluation instruments in the instructional design process. This benefits the learner by establishing guidelines for the creation and use of testing material to determine the effectiveness of the instruct	4
Internet Explorer 6	Browsing the Web (Internet Explorer 6 - Course 1)	This course explains how to set up and use Microsoft Internet Explorer 6 to browse the World Wide Web.	3
	Using Files and Mail (Internet Explorer 6 - Course 2)	This course explains how to use Microsoft Internet Explorer 6 to retrieve materials from the World Wide Web and send e-mail.	3
Internet Explorer 7	Learning the New Interface and Features (Internet Explorer 7 - Course 1)	This course introduces the new look and features of Internet Explorer 7. You'll learn how to use tabbed browsing, RSS feeds, and new Web search and printing tools. You'll also learn how IE7 can help you avoid dangerous Web sites that try to phish for your	2
Introduction to PCs	Introducing the PC (Introduction to PCs - Course 1)	This course introduces users to basic computer concepts and instructs users on how to start the PC.	4
	Using Your PC (Introduction to PCs - Course 2)	This course teaches users how to navigate within the Windows operating system and use the drives in a PC.	4
	Working with Folders and Files (Introduction to PCs - Course 3)	This course introduces users to the concepts of folders and files and explains how they are used within the Windows operating system	4

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Course Topic	Course Name	Description	Hours
Introduction to PCs	Inside Your PC (Introduction to PCs - Course 4)	This course explains the components within a PC and how they are used.	4
	Basic Peripherals (Introduction to PCs - Course 5)	This course describes the function and uses of typical peripherals that are used with PCs.	4
	Other Peripherals (Introduction to PCs - Course 6)	This course and uses of other peripherals available for a PC including modems, sound cards, scanners, digital cameras, and external disk drives and explains how to install these peripherals.	3
	Understanding Software (Introduction to PCs - Course 7)	This course introduces users to typical software available for PCs and how to install and update the software.	2
	Introducing the Internet (Introduction to PCs - Course 8)	This course introduces users to the Internet and explains how to use a Web browser and e-mail.	3
	Internet and E-mail Tips (Introduction to PCs - Course 9)	This course provides users with detailed information on how to best use the Internet, Web browsers, and e-mail.	4
	Troubleshooting and Tips (Introduction to PCs - Course 10)	This course provides users with information on how to protect data on their computer and overcome potential problems in addition to offering tips on how to maximize the efficiency of their PC.	3
Leadership (Videos)	Creating and Communicating Vision (Leadership (Videos) - Course 1)	Creating and communicating vision is an absolute requirement for any leader wanting to achieve his or her goals and future dreams. During this program, you will learn to develop your own visionary skills, as well as your ability to communicate them convin	0.32
	Creating Organizations with Many Leaders (Interview) (Leadership (Videos) - Course 2)	An organization with many leaders focuses on an inspiring vision and values, listening to and caring for employees and leading by personal example. Watch as Gifford Pinchot, author of Intrapreneuring in Action, discusses how to apply these principles with	0.1
	Digital Markets (Interview) (Leadership (Videos) - Course 3)	Channel conflict. Cannibalized products. Confused customers. Watch as Walid Mougayar, President of CYBERManagement, Inc., and internationally recognized management consultant, speaker and author, discusses how organizations can address the challenges of d	0.1

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Course Topic	Course Name	Description	Hours
Leadership (Videos)	E-Business Strategies (Interview) (Leadership (Videos) - Course 4)	Finding the right e-business strategy can impact how effective a company will be in this next generation of electronic commerce. Watch as Dr. Ravi Kalakota, CEO of E-Business Strategies and author of E-Business 2.0, discusses what e-business really entail	0.08
	Leadership in Freaked Out Times (Interview) (Leadership (Videos) - Course 5)	Crazy times call for crazy leadership. Watch as Tom Peters, guru of the gurus of management and Chairman of Tom Peters Company, discusses how you can lead in crazy, freaked out times.	0.23
	Leading into the Future (Interview) (Leadership (Videos) - Course 6)	Leaders of the future will need to have a new mind set as to how they will lead. Join us as Dr. Marshall Goldsmith, one of the world's foremost authorities on helping leaders achieve positive, measurable change in behavior, discusses the challenges leader	0.1
	Leading Organizational Transition (Leadership (Videos) - Course 7)	Organizations today are afflicted with plagues of change, whether dealing with mergers, changes in leadership, redefinitions of corporate goals, changes in products or services, etc. During this program, you will learn the differences between change and t	0.32
	Show, Don't Tell (Leadership (Videos) - Course 8)	The way and speed in which you deliver content to your customers can determine your company's success. Watch as Jonathan Seelig, vice president of strategy and corporate development at Akamai, discusses how to decentralize a Web infrastructure in order to	0.08
	Strategic Planning: Strategic Alignment (Leadership (Videos) - Course 9)	A great challenge for management is to successfully focus the talent and energy of individuals toward a clear and aligned intent. This program is designed to describe the three phases of strategic implementation. It will help you learn the importance of c	0.37

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Course Topic	Course Name	Description	Hours
Leadership (Videos)	Strategic Planning: Implement Initiatives (Leadership (Videos) - Course 10)	The first phase of strategic planning is the challenge of making strategic choices and alignment. Implementing initiatives is the phase about making it work. In this program, you'll learn the process of implementing strategic initiatives. You'll also lear	0.33
	Strategic Planning: Establish Processes (Leadership (Videos) - Course 11)	Establishing processes is the phase in which leaders monitor progress towards the vision, purpose and values of the organization. In this program, you'll learn the process needed in order to reach the desired end state of your strategic intent. You'll als	0.37
	Supporting Innovation (Interview) (Leadership (Videos) Course 12)	To get an explosion of appropriate innovation, you must find a way to direct and support an entrepreneurial spirit. Watch as Gifford Pinchot, author of Intrapreneuring in Action, discusses how to open the doors of innovation.	0.12
	Surfer Rules (Interview) (Leadership (Videos) - Course 13)	Successful companies and workers in the new economy understand the old rules of running a business no longer apply. Join Dr. Louis Patler, President of The B.I.T. Group, an international consulting company, as he discusses how the rules of surfing can hel	0.12
	The E-Marketplace (Interview) (Leadership (Videos) - Course 14)	With first-generation online marketplaces up and running, the potential for long-term benefits for buyers and sellers remains promising. Watch as Biri Singh, cofounder and CEO of Idapta, author, speaker and thought leader in the B2B e-commerce space, disc	0.08
	The Power of B-Webs (Interview) (Leadership (Videos) - Course 15)	Dozens of successful organizations have transformed the rules of competition by pioneering the business web, or b-web. Watch as Don Tapscott, Chairman of Digital 4Sight, President of New Paradigm Learning Corporation, consultant, speaker and authority on	0.08

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Course Topic	Course Name	Description	Hours
Leadership (Videos)	The Leadership Challenge: Challenge the Process (Leadership (Videos) - Course 16)	All leaders challenge the process. They're willing to take risks, to innovate and experiment to find new and better ways of doing things. During this program, you'll learn how to find opportunities to make change happen. You'll also learn how to promote a	0.42
	The Leadership Challenge: Enable Others to Act (Leadership (Videos) - Course 17)	Leaders enable others to act. They enlist the support and involve all those who must live with results and they make it possible for others to do good work. Leaders know that no one does his or her best when feeling weak, incompetent or alienated. They kn	0.4
	The Leadership Challenge: Encourage the Heart (Leadership (Videos) - Course 18)	The climb to the top is arduous and long. People become exhausted, frustrated and disenchanted. They're often tempted to give up. Leaders encourage the heart by carrying on. During this program, you'll learn how to link rewards with performance and identi	0.4
	The Leadership Challenge: Inspire a Shared Vision (Leadership (Videos) - Course 19)	Leaders inspire a shared vision. They gaze across the horizon of time, imagining the attractive opportunities that are in store for them. They have a desire to make something happen, to change the way things are, to create something no one else has ever c	0.37
	The Leadership Challenge: Model the Way (Leadership (Videos) - Course 20)	Leaders set an example and build commitment through simple, daily acts that create progress and momentum. They model the way through personal example and dedicated execution. During this program, you'll learn how to sustain leader credibility and set an e	0.38
	Tilt The Field: Attitude (Leadership (Videos) - Course 21)	We now live in a world where the rate of change is increasing and where the key to success is having a new attitude that is durable and flexible. In this program, you'll learn how to become committed to inventing the future using the concepts of the new T	0.4

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Course Topic	Course Name	Description	Hours
Leadership (Videos)	Tilt The Field: Leadership (Leadership (Videos) - Course 22)	Today's leadership must be taken to a different level, a level more invisible, yet more powerful. Through special retention and globalism practices of the new Thoughtware, leadership success can be achieved. During this program, you'll learn the importanc	0.35
	Tilt The Field: Perspective (Leadership (Videos) - Course 23)	The real power of reflection is revealed through a perspective that is wise enough to be made real. During this program, you'll learn the definition of innovation and the differences between creativity and innovation. You'll also learn strategies to use t	0.38
	Transform, Don't Conform (Interview) (Leadership (Videos) - Course 24)	In order for a company to be innovative, it needs to develop new relationships with others within the company and with its customers. Watch as Mitchel Resnick, associate professor at MIT Media Laboratory and author of Turtles, Termites, and Traffic Jams:	0.08
	Value Matters (Interview) (Leadership (Videos) - Course 25)	No longer does bigger, heavier and more solid mean more value. Watch as Chris Meyer, director of the Cap Gemini Ernst & Young Center for Business Innovation, discusses how the value of companies now lies in the intangible.	0.08
Leading Teams (Videos)	Creating Successful Teams (Interview) (Leading Teams (Videos) - Course 1)	Effective teams embrace the philosophy of "None of us is as smart as all of us." Watch as Dr. Ken Blanchard, chairman and chief spiritual officer of The Ken Blanchard Companies, provides some essential advice of how a group of individuals can be turned in	0.2
	Developing Successful Teams (Leading Teams (Videos) - Course 2)	Welcome to Developing Successful Teams. Organizations today must constantly focus on transforming groups of individuals into high performance teams. Often, the road to a successful team is filled with difficult obstacles that either slow or weaken their	0.32

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Course Topic	Course Name	Description	Hours
Leading Teams (Videos)	Successful Geo-Dispersed Teams (Interview) (Leading Teams (Videos) - Course 3)	An increasingly pervasive workplace reality is the amount of work that must be accomplished by geographically dispersed team members. Watch as Debra Dinnocenzo, president of ALLearnatives, discusses how remote teams must learn new ways to communicate, exc	0.08
	Team Learning (Interview) (Leading Teams (Videos) - Course 4)	For teams to be successful, they need to constantly be learning how to move faster and maintain flexibility in order to achieve positive results. Bill Underwood, cofounder of Catalyst Consulting Team, tells us how he has helped teams learn and grow to bec	0.13
	The Influence Edge and Your Team (Leading Teams (Videos) - Course 5)	Much of our work today depends on the ability to influence groups of people while on projects or in team meetings. During this program, you'll learn strategies and tips for influencing teams. In addition, you'll learn the four communication styles and how	0.28
	Virtual Teams (Leading Teams (Videos) - Course 6)	Doing business today requires leaders to connect people across time, distance and cultures. This program will help enable you to lead a successful virtual team. In addition, you'll learn what it takes to start a virtual team, how to build trust among team	0.32
	Working Wounded: Teams at Work (Leading Teams (Videos) - Course 7)	Teams can be effective when they are provided clear goals with measurable results. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses whether or not a project really requires the need for a team.	0.05
Lotus Notes 6.5	Mail (Lotus Notes 6.5 - Course 1)	This course teaches the learner how to use the mail features in Lotus Notes. The learner will be shown how to move around in Notes, and how to change and lock passwords. The course also teaches the learner how to open and close the mailbox and read, send	4

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Course Topic	Course Name	Description	Hours
Lotus Notes 6.5	Calendar, To Do Lists, and Address Books (Lotus Notes 6.5 - Course 2)	This course teaches learners how to use the Calendar, To Do, and Addressing features of Lotus Notes 6.5. Learners will be shown how to select, open, schedule, and edit a variety of Calendar entries. The course also covers how to work with personal To Do l	4
	Databases (Lotus Notes 6.5 - Course 3)	This course provides an overview of Lotus Notes databases. It shows the learner how to open databases and use views. The learner will also be taught how to access the About and Using this Database documents. Finally, the learner will be introduced to the	3
	Managing and Enhancing Documents (Lotus Notes 6.5 Course 4)	This course shows learners how to refresh views, edit documents, and view unread documents in Lotus Notes. The course teaches learners how to find and replace text in a document and in a database. The learner will also be shown how to select, move, and co	4
	Advanced Notes Features (Lotus Notes 6.5 - Course 5)	This course shows learners how to set a variety of preferences, including mail, calendar, access, delegation, user, and toolbar options. It also explains how to set browser preferences and use Notes to browse the Web. Finally, the course teaches the learn	5
Lotus Notes 8.5	Exploring Lotus Notes 8.5 (Lotus Notes 8.5 - Course 1)	This course describes how to access the main features of Lotus Notes 8.5.	2
	Sending and Receiving E-Mail (Lotus Notes 8.5 - Course 2)	This course describes the navigation of the IBM Lotus Notes 8.5 Mail application and its enhancements. It also reviews using the features of the Mail application.	2
	Scheduling Appointments and Meetings (Lotus Notes 8.5 - Course 3)	This course describes the new features and look of the Lotus Notes 8.5 Calendar.	1
	Defining Contacts and To Do Items (Lotus Notes 8.5 - Course 4)	This course describes the Contacts and To Do applications in Lotus Notes 8.5.	1
	Using the Productivity Tools and Web Browser (Lotus Notes 8.5 - Course 5)	This course describes four productivity tools you can use within Lotus Notes - a word processor, a presentation program, a spreadsheet program, and a Web browser.	2

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Course Topic	Course Name	Description	Hours
Lotus Notes R5	Getting Around in Notes (Lotus Notes R5 - Course 1)	This course introduces users to running Lotus Notes, logging in, and getting around the Notes windows.	4
	Reading and Sending Mail (Lotus Notes R5 - Course 2)	This course explains how to exchange electronic mail memos in Lotus Notes.	3
	Managing Mail (Lotus Notes R5 - Course 3)	This course shows how to use Lotus Notes to manage waiting messages and sort incoming messages.	4
	Using the Calendar (Lotus Notes R5 - Course 4)	This course shows how to manage the Lotus Notes calendar for Appointments, Reminders, and other events. Users also learn how to create and manage a list of To Do items and assign To Do tasks to co-workers.	3
	Meetings and Address Books (Lotus Notes R5 - Course 5)	This course shows how to manage meetings and use the address book in Lotus Notes.	3
	Browsing the Web (Lotus Notes R5 - Course 6)	This course provides an introduction to using Lotus Notes to surf the World Wide Web.	4
	Editing Documents (Lotus Notes R5 - Course 7)	This course explains how to edit, format, and manage text in Notes documents.	4
	Using Document Tables (Lotus Notes R5 - Course 8)	This course shows how to create and enter data in tables within Notes documents.	4
	File Attachments and Links (Lotus Notes R5 - Course 9)	This course explains how to link or attach files to Notes documents.	3
	Finding and Viewing Data (Lotus Notes R5 - Course 10)	This course shows how to search databases and how to create and manage folders, views, and agents.	4
	Replication (Lotus Notes R5 - Course 11)	This course explains how to manage database replication in Notes.	3
	Using Notes Remotely (Lotus Notes R5 - Course 12)	This course shows how to use Lotus Notes from a location away from a direct connection to the Notes servers.	4
Management (Videos)	Attracting Key Talent (Interview) (Management (Videos) - Course 1)	An organization's leadership and passion is key to recruiting and hiring the best people. Watch as Anne Bruce, keynote speaker and workshop leader, discusses how an organization's culture and creativity can be the most important weapon to winning the war	0.1

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Course Topic	Course Name	Description	Hours
Management (Videos)	Bringing The Workplace to Life (Interview) (Management (Videos) - Course 2)	Creating a fun work environment is good for any type of business and can result in both employee and customer retention and loyalty. Watch as John Yokoyama, president of the world-famous Pike Place Fish Company in Seattle, discusses how to bring your work	0.05
	Delegation Strategies (Management (Videos) - Course 3)	Delegation is a fundamental skill needed in today's busy workplace. Most people don't delegate because they think it's faster to do the job themselves. However, the more you delegate, the more time you will have in the future. During this program, you'll	0.22
	Fire Up and Motivate Your Employees (Management (Videos) - Course 4)	Motivating and retaining employees are now considered to be the most critical performance issues facing managers in today's workplace. During this program, you'll learn how to instill employee motivation and create a fun work environment where people love	0.35
	Handling Performance Problems (Management (Videos) - Course 5)	As a manager, you encounter performance issues on a regular basis. To handle performance problems effectively, you need to use patience, self-control and good judgment. During this program, you'll learn how to identify employees' performance problems. You	0.32
	Interviewing for Organizational Fit (Management (Videos) - Course 6)	Successful companies hire candidates who fit well with the company, work culture and organizational mission. The purpose of this program is to explain how you can determine the right candidate for the position, team and company. In addition, you'll learn	0.27
	Interviewing for Success (Management (Videos) - Course 7)	Conducting a structured interview will help predict a candidate's job success. This program will help you learn techniques used to avoid inconsistent and difficult interviews. You'll also learn how to prepare for the interview, conduct the interview and e	0.35
	Knowledge Management (Interview) (Management (Videos) - Course 8)	Companies compete based on the knowledge of their employees. Watch as Dr. Vinod Jain, CEO of NextBase Corporation, discusses how to utilize, capture and access your employees' knowledge.	0.07

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Course Topic	Course Name	Description	Hours
Management (Videos)	Making 360 Degree Feedback Work (Management (Videos) - Course 9)	The 360 degree feedback process is designed to help you identify areas of opportunity, where a change in your behavior can make a significant difference in your leadership abilities. During this program, you'll learn the concepts of 360 degree feedback an	0.23
	Managing Performance (Management (Videos) - Course 10)	Welcome to Managing Performance. Managing people and their performance is a critical part of a manager's job. You need to provide direction, develop the skill levels of your employees, increase their productivity and enhance their job satisfaction. During	0.28
	Managing Telecommuters (Management (Videos) - Course 11)	With the increased demand for telecommuters comes the need for managers who can supervise them. During this program you'll learn the skills needed to supervise off-site employees. You'll also learn the organizational benefits of telecommuting, how to crea	0.35
	Motivate to Retain (Interview) (Management (Videos) - Course 12)	How do you turn on your employees to their jobs? Anne Bruce, keynote speaker and workshop leader, describes how you can motivate and retain key employees. In addition, Anne will describe what managers should do and not do when motivating employees.	0.35
	Recruiting Top Talent (Management (Videos) - Course 13)	Innovative recruiting is important in today's business world due to increased competition for top talent employees. During this program, you will learn the importance of recruiting as well as new and different recruiting strategies that will help you attr	0.33
	Retaining Top Talent (Management (Videos) - Course 14)	It's a stark reality in today's competitive labor market that unplanned, unwanted attrition can attack and damage even the most successful companies. This program will help you identify the risks of attrition within your team and recognize the role you pl	0.35

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Course Topic	Course Name	Description	Hours
Management (Videos)	Retention for the Long Haul (Interview) (Management (Videos) - Course 15)	The challenge of retaining top talent is an issue managers will face for years to come. Watch as Dr. B. Lynn Ware, industrial psychologist specializing in employee retention, discusses the trends impacting retention, attitudes of the new workforce and wha	0.1
	Succession Planning (Management (Videos) - Course 16)	To ensure the long-range success of your organization, it is key to implement succession planning. Today we know, for an organization to be at par on all levels, there has to be a ready-to-draw-from talent pool in place - before it's needed. During this p	0.32
	The Costs of Attrition (Interview) (Management (Videos) - Course 17)	Most managers are aware of the disruptive nature of the loss of a valued employee. But how about the hidden costs that often get overlooked? Join us as Dr. B. Lynn Ware, industrial psychologist specializing in employee retention, discusses the costs of at	0.05
	The Diversity Manager (Management (Videos) - Course 18)	To effectively facilitate diversity in the workplace, managers need to know what is really meant by diversity and how to maintain a diverse work environment. During this program, you'll learn the four approaches to diversity management and how to use each	0.35
	Working Wounded: Becoming a New Manager (Management (Videos) - Course 19)	Becoming a new manager can sometimes feel like an invisible wall has gone up between you and your former co-workers. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how you can show your former co-workers you're going t	0.05
	Working Wounded: Counseling an Employee (Management (Videos) - Course 20)	It's wise for managers to hesitate before launching a confrontation with their employees. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how to effectively counsel your employees, instead of attacking them.	0.05

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Course Topic	Course Name	Description	Hours
Management (Videos)	Working Wounded: The More You Give, The More You'll Get (Management (Videos) - Course 21)	If you give employees time and support, you'll be overwhelmed with what they'll offer. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how respecting and developing employees can bring impressive results to your business.	0.05
Management Skills Introduction	Ready! Set! Manage! (Management Skills Introduction - Course 1)	This course provides the learner with answers to questions new managers often have at the start of their management career such as the biggest mistakes made by new managers, how to build successful teams, and how to effectively manage a boss.	0.58
	Motivating (Management Skills Introduction - Course 2)	After taking this course, the learner will be able to deliver effective feedback that employees understand and are able to successfully apply. It also discusses how to keep up with performance appraisals, yet provide thorough, thoughtful evaluations that	1.03
	Planning (Management Skills Introduction - Course 3)	After taking this course, the learner will be able to delegate work, think strategically, and plan meetings. It also discusses how to make effective decisions that will lead employees forward.	1.35
	Communication (Management Skills Introduction - Course 4)	After taking this course, the learner will be able to level with their employees, deliver bad news, express themselves clearly, and ask questions that uncover employees' ideas and opinions.	0.98
	Getting Input (Management Skills Introduction - Course 5)	After taking this course, the learner will be able to obtain input on improving both their own and the organization's performance. It also discusses how to obtain useful information from departing employees during their exit interviews and how to receive	0.87
	Dealing with Challenging People and Times (Management Skills Introduction - Course 6)	After taking this course, the learner will be able to help employees improve their performance and deal with organizational change. It also discusses how to handle cynics who are lowering employee morale and deal with worries about change directly.	0.87

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Course Topic	Course Name	Description	Hours
Management Skills Introduction	Building Success (Management Skills Introduction - Course 7)	This course will give the learner best practices for gaining success through work performance. It illustrates the value of cultivating friendships within your organization so you can exchange ideas and favors. It also discusses effective time management a	1.15
Managing Change	Refocusing Yourself (Managing Change - Course 1)	This course provides information on how a manager can refocus and gather important resources in the early stages of a significant corporate change.	1
	Leading the Team (Managing Change - Course 2)	This course provides information about leading a work unit through organizational change. It focuses on helping your team adapt to change by implementing transition rules, getting team members involved, rewarding your team for achievements, and squashing	2
	Working with Individuals (Managing Change - Course 3)	This course explains why some members of a team have a difficult time positively engaging in change situations, and what you, as a change leader, can do to help them through the change.	2
Managing Within the Law (Videos)	At Will Employment (Managing Within The Law (Videos) - Course 1)	The at will employment doctrine means an employee can be terminated at any time, for any reason or no reason at all, with or without notice. During this program, you'll learn the definition of at will employment and the four key exceptions to the doctrine	0.32
	Complying with ADA Requirements (Managing Within The Law (Videos) - Course 2)	The Americans with Disabilities Act or ADA makes it illegal to discriminate against people with disabilities. As a manager, you need to know what is covered in the ADA. During this program, you'll learn how to comply with the ADA requirements during the h	0.35
	Discrimination (Managing Within The Law (Videos) - Course 3)	Most managers are unaware their actions on the job may lead to illegal discrimination. The results can mean employee dissatisfaction and expensive lawsuits. This program will help you understand discrimination laws and how to avoid illegal discrimination.	0.38

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Course Topic	Course Name	Description	Hours
Managing Within the Law (Videos)	Discrimination (Presentation Style) (Managing Within The Law (Videos) - Course 4)	Most managers are unaware their actions on the job may lead to illegal discrimination. The results can mean employee dissatisfaction and expensive lawsuits. This program will help you understand discrimination laws and how to avoid illegal discrimination.	0.37
	Drug and Alcohol Abuse in the Workplace (Managing Within The Law (Videos) - Course 5)	Drug and alcohol abuse not only impacts efficiency and productivity, but it also increases health care costs, absenteeism and conflicts amongst employees. During this program, you'll learn how to identify substance abuse by employees. You'll also learn re	0.25
	Family and Medical Leave Act (Managing Within The Law (Videos) - Course 6)	The Family Medical Leave Act (FMLA) is a federal law, enacted by Congress in 1993 to assist employees in balancing their personal and family lives with the demands of the workplace. During this program, you'll learn about the coverage and conditions under	0.28
	FLSA & State Wage-Hour Law (Managing Within The Law (Videos) - Course 7)	The Fair Labor Standards Act, or FLSA, is the federal law that governs workplace wages and hours, requiring strict compliance by employers. Along with state wage-hour laws, the FLSA makes up the body of law that must be followed by each employer. During t	0.18
	Freedom of Religion in the Workplace (Managing Within The Law (Videos) - Course 8)	Freedom of religion is a fundamental principle in this country, and exercising that freedom in everyday life includes the workplace. During this program, you'll learn the definition of religious discrimination and harassment. You'll also learn how to acco	0.22
	Freedom of Speech in the Workplace (Managing Within The Law (Videos) - Course 9)	You might think your employees are free to say anything they want within the workplace. However, the right to free speech is limited in the private workplace. During this program, you'll learn the constitutional protections for public employees and the li	0.2

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Course Topic	Course Name	Description	Hours
Managing Within the Law (Videos)	Legal Guidelines for Interviewing (Managing Within The Law (Videos) - Course 10)	Asking candidates fair and challenging questions can make or break the interview process. Not only can improper questions make you miss out on talented candidates but they can also be illegal. During this program, you'll learn the three principles to keep	0.32
	Preventing Sexual Harassment - Manager Version (Managing Within The Law (Videos) - Course 11)	Do you know the legally required management procedures to follow when a harassment complaint is made? During this program, you'll learn the conditions under which liabilities for harassment can occur and the elements of an effective harassment policy. Yo	0.48
	Respecting Employees' Individual Rights (Managing Within The Law (Videos) - Course 12)	Even though most states are employment-at-will territories, employees do have rights in the workplace that are guaranteed by law. During this program, you'll learn how company policies are essential tools for preventing trouble in the workplace. You'll al	0.17
	Top Ten Ways for a Manager to Stay Out of Jail (Managing Within The Law (Videos) - Course 13)	The workplace is becoming increasingly complex with many federal and state laws protecting the rights of employees. As a manager, you need to be aware of these laws in order to effectively and legally manage your employees. During this program, you'll lea	0.28
	Working Wounded: Preventing Lawsuits (Managing Within The Law (Videos) - Course 14)	Behind most lawsuits are problems that could have been avoided. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how you can help prevent company lawsuits.	0.05
	Wrongful Termination (Managing Within The Law (Videos) - Course 15)	With every discipline or termination decision, you're at risk of a lawsuit. In some cases, you may even be at risk if you fail to fire someone. During this program, you'll learn the restrictions involved in termination. You'll also learn about liability,	0.33

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Course Topic	Course Name	Description	Hours
Managing Within the Law (Videos)	Wrongful Termination (Presentation Style) (Managing Within The Law (Videos) - Course 16)	With every termination decision, you're at risk of a lawsuit. In some cases, you may even be at risk if you fail to fire someone. During this program, you'll learn the restrictions and exceptions involved during the termination process and how to avoid li	0.33
Motivation	Leading with a Vision (Motivation - Course 1)	This course explains how to provide a clear direction to a team to encourage their performance.	2
	Communicating (Motivation - Course 2)	This course shows how to take advantage of language, meetings, and problem-solving to build better communication and performance with employees.	2
	Rewarding and Correcting (Motivation - Course 3)	This course shows how to effectively reward work, encourage teamwork and cooperation, and correct mistakes without damaging motivation.	2
	Performance and Training (Motivation - Course 4)	This course provides an introduction to time and stress management, and to education to encourage you and your employees.	3
	Building Trust (Motivation - Course 5)	This course explains how to encourage trust from and in your employees.	2
Motivation Methods and Strategies	Leading for Commitment (Motivation Methods and Strategies - Course 1)	This course promotes strategies for leading team members and gaining commitment from them, rather than merely bossing subordinates for obedience and compliance.	1
Negotiating	Negotiating Techniques (Negotiating - Course 1)	This course shows how to communicate and evaluate the competition in a negotiating situation.	8
	Gaining Control (Negotiating - Course 2)	This course outlines the different types of opponents commonly faced in negotiations. It also explains how to appeal to the emotions of these opponents, how to use goodwill to succeed, and how to gain and use negotiating power. Finally, this course covers	3
	Closing the Deal (Negotiating - Course 3)	This course explains how to get past emotional blocks into the final stages of offers and counteroffers to close a negotiation.	4
	Everyday Negotiations (Negotiating - Course 4)	This course examines some common negotiating situations to apply general negotiating techniques.	4

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Course Topic	Course Name	Description	Hours
Office 2000	Getting Started (Office 2000 - Course 1)	This course introduces users to the Microsoft Office 2000 environment and how to open and close applications and files.	4
	Editing Text and Printing (Office 2000 - Course 2)	This course introduces users to editing text and printing files in Microsoft Office 2000 applications.	4
	Text and Document Formats (Office 2000 - Course 3)	This course introduces users to formatting files in Microsoft Office 2000 applications.	3
	Introduction to Word (Office 2000 - Course 4)	This course introduces users to creating files in Microsoft Word.	3
	Introduction to Excel (Office 2000 - Course 5)	This course introduces users to creating files in Microsoft Excel.	4
	Introduction to Outlook (Office 2000 - Course 6)	This course introduces users to using e-mail and managing contacts and schedules in Microsoft Outlook.	3
	Introduction to PowerPoint (Office 2000 - Course 7)	This course shows users how to create and deliver presentations using Microsoft PowerPoint.	3
	Introduction to Access (Office 2000 - Course 8)	This course introduces users to creating and managing databases using Microsoft Access.	3
Office 2003 - What's New	New Features (Office 2003 - What's New - Course 1)	This course provides an overview of the new features common to the Office 2003 applications.	1
	Changes in Applications (Office 2003 - What's New - Course 2)	This course provides an overview of the new features available in each Office 2003 application.	1
Office 2007	Navigating the New Interface (Office 2007 - Course 1)	This course provides information about the new user interface designed for the Microsoft Office 2007 applications.	2
	What's New in Word (Office 2007 - Course 2)	This course provides an overview of the new features in Microsoft Office Word 2007.	3
	What's New in Excel (Office 2007 - Course 3)	This course provides an overview of the new features in Microsoft Office Excel 2007.	3
	What's New in PowerPoint (Office 2007 - Course 4)	This course provides an overview of the new features in Microsoft Office PowerPoint 2007. It shows you how to create tables and charts, apply themes and effects, set presentation options, and finalize a presentation.	2
	What's New in Access (Office 2007 - Course 5)	This course provides an overview of the new features in Microsoft Office Access 2007.	2
	What's New in Outlook (Office 2007 - Course 6)	This course provides an overview of the new features in Microsoft Office Outlook 2007.	2

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Course Topic	Course Name	Description	Hours
Office 2007	Common Tasks (Office 2007 - Course 7)	This course provides an overview of common tasks in Microsoft Office 2007. After taking this course, learners will be able to perform basic document management, publishing, and editing tasks.	3
Office XP Upgrade	Getting Around in the New Interface (Office XP Upgrade - Course 1)	This course provides an introduction to the new look and features of Office XP applications.	3
	New Options and Tools (Office XP Upgrade - Course 2)	This course shows users how to take advantage of the new or changed features and preferences that are included in Office XP.	2
	Application Changes (Office XP Upgrade - Course 3)	This course shows users the most important new or changed features in each of the Office applications.	5
Outlook 2002	Navigating in Outlook (Outlook 2002 - Course 1)	This course shows users how to move from component to component in Outlook and work with contact items and categories.	4
	Reading and Sending Messages (Outlook 2002 - Course 2)	This course shows users how to receive and send e-mail messages.	4
	Customizing and Organizing Messages (Outlook 2002 - Course 3)	This course shows users how to manage mailboxes of messages.	4
	Using the Calendar (Outlook 2002 - Course 4)	This course explores the Outlook Calendar and the ways that users can take advantage of it for scheduling their meetings, appointments, and events.	3
	Using Tasks and Notes (Outlook 2002 - Course 5)	This course shows users how to work with Outlook tasks and Notes.	3
Outlook 2003	Getting Started (Outlook 2003 - Course 1)	This course provides an overview of the Outlook 2003 interface. It also teaches the learner how to use the new features of Outlook 2003, as well as basic e-mail functions.	4
	Managing Messages (Outlook 2003 - Course 2)	This course shows the learner how to customize outgoing messages. It also covers a variety of tools that can be used to more easily manage e-mail messages.	3
	Contacts and Calendar Entries (Outlook 2003 - Course 3)	This course shows the learner how to enter and maintain contact information. It also covers how to use the calendar features of Outlook to schedule appointments and meeting requests.	3

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Course Topic	Course Name	Description	Hours
Outlook 2003	Tasks, Notes, and Journal Entries (Outlook 2003 - Course 4)	This course provides information on the tools that can be used to store and manage daily tasks, including entering, modifying, deleting tasks, and creating recurring tasks. It also teaches the learner how to use notes and journal entries.	5
	Newsgroups and Outlook Web Access (Outlook 2003 - Course 5)	This course provides an overview of newsgroups, including subscribing to news groups, and posting, reading, and replying to newsgroup messages. Using Outlook at home and Outlook Web Access are also covered.	3
	Collaboration and Security (Outlook 2003 - Course 6)	This course provides information on using Outlook for planning meetings, decision-making, and sharing folders among team members. It also covers the security features included with Outlook.	4
	Personalizing Outlook and Other Tips (Outlook 2003 - Course 7)	This course provides an overview of forms, including using and modifying standard and custom forms. It also offers suggestions for personalizing Outlook. More advanced features and shortcuts are also covered.	3
Outlook 2007	Sending and Receiving E-Mail (Outlook 2007 - Course 1)	This course explains how to use Outlook 2007 to send and receive e-mail messages.	3
	Managing E-Mail (Outlook 2007 - Course 2)	This course explains how to manage the e-mail you receive.	2
	Creating Contacts and Distribution Lists (Outlook 2007 - Course 3)	This course covers managing your contacts in Outlook 2007. It discusses adding new contacts, creating and working with distribution lists, and sending contact information to other people via e-mail.	2
	Using the Calendar (Outlook 2007 - Course 4)	This course explains how to use the Calendar in Outlook 2007.	2
	Setting Tasks and To-Do Items (Outlook 2007 - Course 5)	This course introduces tasks, distinguishes how they are different from to-do items, and looks at the ways Outlook helps manage them.	2
	Staying Safe with E-Mail (Outlook 2007 - Course 6)	This course explains how to use the e-mail security and privacy protection features in Outlook 2007.	2
	Organizing E-Mail (Outlook 2007 - Course 7)	This course presents the use of search and archive features to manage your Outlook 2007 items.	2

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Course Topic	Course Name	Description	Hours
Paint Shop Pro 5	Working With Graphics (Paint Shop Pro 5 - Course 1)	This course shows users how to create graphics using basic Paint Shop Pro 5 functions. It describes how to create, open, and save files as well as how to do simple image manipulations, such as cropping, resizing, and altering colors.	4
	Enhancing Images (Paint Shop Pro 5 - Course 2)	This course shows users how to use advanced Paint Shop Pro 5 techniques to manipulate complex images like scanned photographs and graphics with multiple parts.	5
PowerPoint 2000 MOS	Presentations (PowerPoint 2000 MOS - Course 1)	This course shows users how to create original presentations. It demonstrates the different views for slide production and shows how to create master slides using repeating elements.	4
	Layout and Text (PowerPoint 2000 MOS - Course 2)	This course shows users how to make layout changes and to work with text. Important features, such as Spell Check, Format Painter, and Text Wrap are included.	4
	Graphics and Tables (PowerPoint 2000 MOS - Course 3)	This course shows users how to work with graphics, objects, and drawing shapes. Special features of PowerPoint 2000, including grouping shapes, scaling and sizing objects, applying shadows, and WordArt are covered.	3
	Custom Slides (PowerPoint 2000 MOS - Course 4)	This course shows users how to add custom features and formatting to slides. These special formatting features include bullets, slide transitions, and animation. Producing speaker notes, audience handouts, and transparencies are also covered.	3
	Showing Slides (PowerPoint 2000 MOS - Course 5)	This course shows users how to run a slide show, including navigating on-screen and using the pointer pen. Creating hyperlinks, publishing to the Web, and e-mailing slides are also covered.	2
PowerPoint 2002	Presentations (PowerPoint 2002 - Course 1)	This course shows users how to create original presentations. It demonstrates the different views for slide production and shows how to create master slides using repeating elements.	4

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Course Topic	Course Name	Description	Hours
PowerPoint 2002	Layout and Text (PowerPoint 2002 - Course 2)	This course shows users how to make layout changes and to work with text. Important features, such as Spell Check, Format Painter, and Text Wrap are included.	4
	Graphics and Tables (PowerPoint 2002 - Course 3)	This course shows users how to work with graphics, objects, and drawing shapes. Special features of PowerPoint 2002, including grouping shapes, scaling and sizing objects, applying shadows, and WordArt are covered.	3
	Custom Slides (PowerPoint 2002 - Course 4)	This course shows users how to add custom features and formatting to slides. These special formatting features include bullets, slide transitions, and animation. Producing speaker notes, audience handouts, and transparencies is also covered.	3
	Showing Slides (PowerPoint 2002 - Course 5)	This course shows users how to run a slide show, including navigating on-screen and using the pointer pen. Creating hyperlinks, publishing to the Web, and e-mailing slides are also covered.	3
PowerPoint 2003	Introduction to PowerPoint (PowerPoint 2003 - Course 1)	This course provides an overview of the use of PowerPoint 2003 and shows how to get started using the program.	5
	Completing the Presentation (PowerPoint 2003 - Course 2)	This course provides learners with the necessary tools to set up and present a PowerPoint presentation.	3
	Maximizing Presentation Effectiveness (PowerPoint 2003 - Course 3)	This course describes the tools PowerPoint 2003 provides to format text and to import and modify clip art and other pictures.	3
	Color, Masters and Templates (PowerPoint 2003 - Course 4)	This course shows learners how to change color schemes and backgrounds for a presentation, and how to use Master slides, headers, footers, and templates.	4
	Drawings, Charts, Sound and Video (PowerPoint 2003 - Course 5)	This course shows learners how to use PowerPoint 2003 to draw and modify lines, shapes and objects on a slide, insert charts, graphs and diagrams, and add sound and video to presentations.	6
	Animation, Web Pages and Collaboration (PowerPoint 2003 - Course 6)	This course teaches learners how to add animation to a presentation, how to add hyperlinks, and how to share presentations with others.	4

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Course Topic	Course Name	Description	Hours
PowerPoint 2007	Getting Started (PowerPoint 2007 - Course 1)	This course provides information on the basic features of PowerPoint 2007: becoming familiar with the Ribbon interface, opening and closing presentations, changing views, searching for help, and saving and printing slides and other presentation elements.	2
	Developing a Presentation (PowerPoint 2007 - Course 2)	This course provides information on inserting and deleting slides, selecting and sizing objects, working with placeholders, manipulating and formatting text, as well as inserting both shapes and symbols in PowerPoint 2007.	2
	Design Elements (PowerPoint 2007 - Course 3)	This course provides information on the design elements offered by PowerPoint 2007. This includes information on masters, placeholders, slide backgrounds, headers and footers, and themes.	2
	Inserting Shapes (PowerPoint 2007 - Course 4)	This course provides information on using PowerPoint 2007's predesigned shapes, line options, and freeform tools that allow you to draw, size, and format your own shapes and forms.	3
	Formatting Shapes (PowerPoint 2007 - Course 5)	This course provides information on enhancing a PowerPoint 2007 presentation by formatting its shapes. This includes information on adding color, creating fill patterns, rotating shapes, and applying shadowing and 3 D effects.	3
	Clip Art, Pictures, and WordArt (PowerPoint 2007 - Course 6)	This course provides information on working with pictures and WordArt text in a PowerPoint 2007 presentation. It covers how to search for and insert pictures, and how to resize and add effects to them. It also covers how to format and insert WordArt text.	2
	SmartArt Graphics (PowerPoint 2007 - Course 7)	This course provides information on creating and manipulating SmartArt graphics.	2
	Charts and Tables (PowerPoint 2007 - Course 8)	This course provides information on using PowerPoint 2007 features to insert and format charts and tables.	3
Problem Solving Through Productive Thinking	The Concept of Productive Thinking (Problem Solving Through Productive Thinking - Course 1)	This course provides information about concepts and ideas that support productive thinking. It also discusses how to recognize mechanisms that deter productive thinking.	1

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Course Topic	Course Name	Description	Hours
Problem Solving Through Productive Thinking	Productive Thinking in Principle (Problem Solving Through Productive Thinking - Course 2)	This course provides information about reproductive and productive thinking. It discusses the differences between critical and creative thinking, which are thinking skills that assist in the productive thinking process. This course also describes habits t	2
	The Productive Thinking Model (Problem Solving Through Productive Thinking - Course 3)	This course explores a problem-solving model of six steps: identifying problems, establishing Success Criteria, asking the right questions, generating answers, forging solutions, and aligning resources.	3
	Productive Thinking in Practice (Problem Solving Through Productive Thinking - Course 4)	This course provides information about how to think productively. It also recommends ideal situations for applying productive thinking and outlines how to put productive thinking skills into practice.	1
Project 2000 MOS	Starting a Project (Project 2000 MOS - Course 1)	This course shows users how to use Microsoft Project 2000 to begin a project, set up calendars, include tasks, and add work breakdown structure codes.	5
	Scheduling Tasks and Adding Resources (Project 2000 MOS - Course 2)	This course shows users how to use Microsoft Project 2000 to apply a calendar to a task; set task durations, deadlines, and constraints; and add and assign resources to tasks.	4
	Managing Work and Multiple Projects (Project 2000 MOS - Course 3)	This course shows users how to use Microsoft Project 2000 to identify the project's critical path, manage resource workloads, create a master project, and track work progress.	4
	Using Project Central (Project 2000 MOS - Course 4)	This course shows users how to use Microsoft Project 2000 to communicate with the project workgroup and use Project Central to communicate with your project workgroup via the Web.	2
	Customizing the Project (Project 2000 MOS - Course 5)	This course shows users how to use Microsoft Project 2000 to create a custom table, apply filters, create and apply a custom view, and sort and group project data.	3

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Course Topic	Course Name	Description	Hours
Project 2000 MOS	Creating Reports and Exporting Data (Project 2000 MOS - Course 6)	This course shows users how to use Microsoft Project 2000 to modify a standard report, create a custom report, export data into Microsoft Word and Excel documents, and save a view as a Web page.	3
Project 2003	Learning the Basics (Project 2003 - Course 1)	This course explains how to start and exit a project. It explores the menus, toolbars, and different views. In addition, it describes how to navigate in Project and how to use learning aids.	2
	Setting Up a Project (Project 2003 - Course 2)	This course explains how to set up a Project and it explores the different options available in Project 2003. In addition, this course explains how to create and edit a calendar in Project.	4
	Managing Project Files (Project 2003 - Course 3)	This course explains how to save and protect files. This course also explores how to copy, delete, and rename objects. In addition, it details how to create and use templates.	2
	Creating a Task List (Project 2003 - Course 4)	This course explains how to create and edit a task list and how to define milestones and use recurring tasks. In addition, this course details how to attach notes and hyperlinks to tasks.	4
	Scheduling Tasks (Project 2003 - Course 5)	This course explains how to schedule tasks, create links, and work with task constraints and deadlines. In addition, it details how to create task calendars.	3
	Viewing a Schedule (Project 2003 - Course 6)	This course explains how to work with the different views in Project. It details how to alter task displays and how to change time and date formats. In addition, the course explores how to locate and insert tasks.	3
	Defining Resources and Costs (Project 2003 - Course 7)	This course explores different resources and costs, along with how to set resource and cost fields in Project. In addition, this course explains how to sort, group, and filter resources.	3
	Assigning Resources and Costs (Project 2003 - Course 8)	This course explains how to assign resources and costs.	4
	Tracking a Project (Project 2003 - Course 9)	This course explains how to track projects, how to work with project baselines, and how to track performance and costs.	2

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Course Topic	Course Name	Description	Hours
Project 2003	Analyzing Progress and Revising the Schedule (Project 2003 - Course 10)	This course explains the analysis process and how to revise the schedule. It also explores how to review the current status of the project at the project, task, resource, and assignment levels.	3
Project 2007	Getting Started with Project 2007 (Project 2007 - Course 1)	This course explains the fundamentals of tasks and how to customize them to effectively utilize Project 2007.	2
	Building a Project (Project 2007 - Course 2)	This course explains the fundamentals of tasks and how to customize them to effectively utilize Project 2007.	2
	Setting Up Resources and Establishing Costs (Project 2007 - Course 3)	This course explains how to use Project 2007 to assign people and materials as resources to project tasks, manage the work hours of those resources, and configure and monitor project costs.	2
	Viewing Projects (Project 2007 - Course 4)	This course explains how to use views, tables, filters, and groups to focus on various sections of projects in Project 2007.	2
	Resolving Scheduling and Resource Conflicts (Project 2007 - Course 5)	This course explains various techniques used to adjust a project's schedule and resolve conflicts caused by the overallocation of project resources.	3
	Tracking the Progress of Projects (Project 2007 - Course 6)	In this course, you'll learn how to set a project baseline, enter tracking information, and calculate costs.	3
	Creating Reports and Calculating Earned Values (Project 2007 - Course 7)	This course explains the reporting features of Microsoft Office Project 2007 and describes the use and calculation of earned values.	1
	Consolidating Projects (Project 2007 - Course 8)	This course explains how to work with subprojects, how to create consolidated projects, and how to share resources between projects.	1
Project Management	Project Management Overview (Project Management - Course 1)	This course provides an overview on the nature of projects as well as project management.	2
	Understanding the Project Manager's Role (Project Management - Course 2)	This course explains the role of the project manager and the traits and abilities he or she must have to be effective.	2

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Course Topic	Course Name	Description	Hours
Project Management	Defining the Problem (Project Management - Course 3)	This course describes the importance of specifically narrowing down the problem statement. In addition, it explains the detrimental impact that bypassing this step has. It also distinguishes between different types of problems and possible methods for ide	1
	Determining the Strategy (Project Management - Course 4)	This course defines strategy, describes methods to generate and rank a strategies list, and explains the importance of risk and contingency planning.	2
	Developing the Work Breakdown Structure (Project Management - Course 5)	This course describes how to create and organize project tasks by developing the work breakdown structure and a network diagram.	2
	Estimating and Scheduling Resources (Project Management - Course 6)	This course explains estimating and scheduling concepts, provides guidelines for estimating and scheduling, and describes the advantage of project management tools such as Microsoft Project.	2
	Understanding Scheduling Computations (Project Management - Course 7)	This course explains how to perform forward and backward computations to determine the critical path in a project network diagram and shows how an activity-on-node network diagram can be changed to make an activity-on-arrow diagram and a bar chart.	3
	Tracking Project Activities (Project Management - Course 8)	This course describes the control phase of a project and provides guidelines on how to effectively control a project.	1
	Closing Out the Project (Project Management - Course 9)	This course explains the close-out phase of a project and describes the activities that must be performed during this phase.	1
	Formalizing Project Management Standards (Project Management - Course 10)	This course provides an overview on the nature of projects as well as project management.	2
	Developing Project Teams (Project Management - Course 11)	This course describes project team dynamics and provides guidelines on how to effectively build a project team.	2
	Ensuring Your Own Effectiveness (Project Management - Course 12)	This course gives tips on how to be a more effective project manager.	2

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Course Topic	Course Name	Description	Hours
Project Management from a People Perspective	Working Across Departments (Project Management from a People Perspective - Course 1)	This course provides information on how to work with diverse project teams that are drawn from multiple departments. It shows you how to examine the behavioral context of your project and the impact of the corporate structure on the project team.	2
	Building and Leading a Team (Project Management from a People Perspective - Course 2)	This course provides information on how to apply appropriate interpersonal skills as you go about building and leading a project team.	2
	Managing Project Stakeholders (Project Management from a People Perspective - Course 3)	This course provides information on how to work with project stakeholders, which includes all the people who are involved with or affected by a project.	2
	Communicating Effectively (Project Management from a People Perspective - Course 4)	This course provides information on how to communicate effectively when managing a project.	2
	Key Documentation (Project Management from a People Perspective - Course 5)	This course provides information on how to develop and use appropriate documentation when managing a project.	2
	Balancing Multiple Projects (Project Management from a People Perspective - Course 6)	This course provides information on how to manage your time while balancing multiple projects.	2
Project Management Professional Certification 2005	Project Management Framework and Initiating the Project (Project Management Professional Certification 2005 - Course 1)	This course introduces the learner to project management. It provides an overview of the Initiating Process Group with a focus on passing the PMP exam.	2
	Project Planning (Project Management Professional Certification 2005 - Course 2)	This course introduces the learner to the development and maintenance of a project management plan. It provides an overview of the Planning Process Group with a focus on passing the PMP exam.	3
	Project Execution and Quality Management (Project Management Professional Certification 2005 - Course 3)	This course focuses on the fact that the majority of the project management processes do not execute only once during the course of a project, but rather they take place at multiple times as the project evolves through its lifecycle. It provides an overvi	2
	Project Monitoring and Control (Project Management Professional Certification 2005 - Course 4)	This course provides an introduction to project monitoring and control and contract administration in the context of project management.	1

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Course Topic	Course Name	Description	Hours
Project Management Professional Certification 2005	Project Closing (Project Management Professional Certification 2005 - Course 5)	This course provides the learner with information about the activities associated with closing a project and a contract.	1
	Professional Responsibility (Project Management Professional Certification 2005 - Course 6)	This course focuses on the PMP Code of Professional Conduct and how to handle conflicts of interest.	1
	Practice Exams (Project Management Professional Certification 2005 - Course 7)	After taking this course, the learner will know how to complete the application process and be prepared to take the PMP certification exam.	2
Sales and Marketing (Videos)	E-Mail Marketing (Interview) (Sales and Marketing (Videos) - Course 1)	Using the correct e-mail marketing techniques can increase the brand awareness of your business. Watch as Jim Sterne, internationally known Internet marketing consultant, author and lecturer, discusses how you can use e-mail to attract customers to your c	0.08
	Guerrilla Marketing (Sales and Marketing (Videos) - Course 2)	Today, traditional marketing practices can be very expensive and complex. This course simplifies these complexities, eliminates the high costs and explains how companies can use marketing to generate profits from minimum investments. This program will hel	0.35
	Guerrilla Trade Show Selling (Sales and Marketing (Videos) - Course 3)	At a trade show, you only have a few seconds to pull in potential customers. During this program, you'll learn effective strategies on how you can increase your sales on the trade show floor. You'll also learn how to avoid the six deadly trade show sellin	0.32
	Marketing Your Web Site (Interview) (Sales and Marketing (Videos) - Course 4)	Winning Internet companies make first-time visitors repeat customers. Watch as Mohan Sawhney, Tribune Professor for Electronic Commerce and Technology at Kellogg Graduate School of Management, Northwestern University, offers tips on how to better market y	0.1

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Course Topic	Course Name	Description	Hours
Sales and Marketing (Videos)	New Rules of Online Advertising (Interview) (Sales and Marketing (Videos) - Course 5)	A smart banner ad can bring thousands of eager customers to your site. Watch as Jim Sterne, internationally known Internet marketing consultant, author and lecturer, describes the new rules to help promote your product most effectively on the World Wide W	0.08
	Sales Skills for Call Centers (Sales and Marketing (Videos) - Course 6)	Customers never see or meet the person they call when making a transaction by telephone. Because of this, the role of a call center professional, whether an advisor, operator, sales or service rep, has never been more important. This program is designed t	0.3
	Target Your Market (Interview) (Sales and Marketing (Videos) - Course 7)	Targeting the right market for your product or service can make or break your company. Watch as Steve Mott, president of BetterBuyDesign.com, discusses how to identify and leverage your market opportunity.	0.18
	The Influence Edge and Sales (Sales and Marketing (Videos) - Course 8)	Using influencing skills while selling can be crucial in demonstrating how your product or service can meet your customer's needs. During this program, you'll learn the four stages in the sales cycle and how to use influence behaviors while selling. You'l	0.28
	Track Selling Step 1: Approach (Sales and Marketing (Videos) - Course 9)	Step One of the Track Selling System, Approach, is just what it sounds like: getting to know your prospect, introducing yourself and establishing rapport. During this program, you'll learn the importance of the introduction during a sales call and ways to	0.32
	Track Selling Step 2: Qualification (Sales and Marketing (Videos) - Course 10)	During Step Two of the Track Selling System, Qualification, you help your prospects determine exactly what they need. Then, you gear the rest of your presentation to meeting those needs. During this program, you'll learn the three critical qualification q	0.33

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Course Topic	Course Name	Description	Hours
Sales and Marketing (Videos)	Track Selling Step 3: Agreement On Need (Sales and Marketing (Videos) - Course 11)	In Step Three of the Track Selling System, Agreement on Need, you need to make sure you and your prospect are in agreement, working to achieve the same goals. During this program, you'll learn how to summarize information you've received from your prospec	0.2
	Track Selling Step 4: Sell the Company (Sales and Marketing (Videos) - Course 12)	During Step Four of the Track Selling System, Sell the Company, you'll help your prospect make a positive decision about your company. During this program, you'll learn how to use a transition question to begin selling your company. You'll also learn ways	0.23
	Track Selling Step 5: Fill the Need (Sales and Marketing (Videos) - Course 13)	During Step Five of the Track Selling System, Fill the Need, all the careful groundwork you've been laying will begin paying off. You now show your prospects precisely how your product or service solves their problems or fills their needs. You also help y	0.32
	Track Selling Step 6: Act of Commitment (Sales and Marketing (Videos) - Course 14)	During Step Six of the Track Selling System, Act of Commitment, is the time to ask for the order, the time to ask for whatever act of commitment you have as your objective for your sales call. During this program, you'll learn the importance of the close	0.35
	Track Selling Step 7: Cement the Sale (Sales and Marketing (Videos) - Course 15)	Step Seven of the Track Selling System, Cement the Sale, shows you how to keep your buyer satisfied after the sale. It's only the untrained salesperson, who thinks that once you've made your sale, your involvement is over. As a professional salesperson, y	0.23
	Working Wounded: Closing A Sale (Sales and Marketing (Videos) - Course 16)	Getting the inside perspective is what you need when closing a sale. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how to find out what your customer really needs and how to explain the bottom-line value of what you'r	0.05

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Course Topic	Course Name	Description	Hours
Sales and Marketing (Videos)	Working Wounded: Getting Out of a Sales Slump (Sales and Marketing (Videos) - Course 17)	Getting out of a sales slump isn't the easiest task for any salesperson. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how attitude, opportunities and technique will help keep you on top of your sales.	0.05
	Working Wounded: Keys to a Successful Marketing Campaign (Sales and Marketing (Videos) - Course 18)	Marketing isn't just a department, it's everyone's job. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, provides tips on how to win with your marketing campaign.	0.03
	Working Wounded: Making A Gatekeeper an Ally (Sales and Marketing (Videos) - Course 19)	Gatekeepers can help you get through to the person you need to contact. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how you can make a gatekeeper an ally.	0.03
SAP R/3 Release 4.6	Getting Started (SAP R/3 Release 4.6 - Course 1)	This course provides an introduction to entering SAP R/3 Release 4.6 and using its interface.	2
	Using the Task Interface (SAP R/3 Release 4.6 - Course 2)	This course familiarizes the user with the task screen, including all the ways to enter task information and save tasks in progress.	2
	Working with Data in a Task (SAP R/3 Release 4.6 - Course 3)	This course shows users how to enter, search, modify, and print tasks in SAP.	2
	Optimizing R/3 and Getting Help (SAP R/3 Release 4.6 - Course 4)	This course shows the user how to customize the interface and how to access the R/3 help systems.	3
	Reporting (SAP R/3 Release 4.6 - Course 5)	This course shows the user how to create pre-configured reports, and to create and use report variants.	2
Self-Management (Videos)	Becoming More Assertive (Self-Management (Videos) - Course 1)	Assertive people let others know what they want while preserving their own dignity and that of others. During this program, you'll learn the causes of unassertiveness and how to take action toward becoming more assertive.	0.38
	Business Protocol (Self-Management (Videos) - Course 2)	Exemplary business protocol benefits you and your company. This program describes what business protocol is and why it is important to your job and career, as well as to the success of your company. You'll learn effective protocol principles to help maint	0.28

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Course Topic	Course Name	Description	Hours
Self-Management (Videos)	Creative Time Management for the New Millennium (Self-Management (Videos) - Course 3)	In today's hectic world, everyone could use more time. During this program, you'll learn seven key principles of time management and ways to overcome obstacles to managing time. Having excellent time management skills will help you accomplish more and giv	0.32
	Dealing with Non-Stop Change (Self-Management (Videos) - Course 4)	Change is an ongoing phenomenon in our everyday lives. Because constant change is found in our careers, as well as in our personal lives, it can be viewed overlapping with one another. This program will help you understand the movement through the three p	0.33
	Goal Setting and Action Planning (Self-Management (Videos) - Course 5)	Proper goal setting reflects competence, leadership and planning. When business goals are met, you improve not only your reputation, but also maintain or improve your company's name and quality of service. This program will help you learn how to set speci	0.32
	Leap of Faith (Self-Management (Videos) - Course 6)	We all need to take risks and push ourselves beyond our limits. It's the natural way we grow and learn to be our best. During this program, you'll learn how to break old paradigms and embrace change, so you can take that leap of faith you've wanted to tak	0.28
	Self-Motivation Through Self-Talk (Self-Management (Videos) - Course 7)	In today's organizations, staying motivated is tougher than ever. Increased competition, a raised standard for performance and constant obstacles can lead to apathy. During this program, you'll learn practical and enduring skills that will help you motiva	0.35
	Self-Talk First Aid Kit (Self-Management (Videos) - Course 8)	Everyone experiences challenging and de-motivating events in their everyday lives. During these difficult times we may slip into negative self-talk patterns. During this program, you'll learn about the six Self-Talk First Aid Kit strategies that can be us	0.33

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Course Topic	Course Name	Description	Hours
Self-Management (Videos)	The Dynamics of Self-Talk (Interview) (Self-Management (Videos) - Course 9)	Whether you're aware of it or not, self-talk is going on continually. Your self-talk can be a vicious or virtuous cycle and it can sabotage or support your efforts. Join Dr. Rick Brandon, motivational expert, as he discusses the dynamics of self-talk.	0.22
	The Influence Edge and Change (Self-Management (Videos) - Course 10)	Convincing others about a needed change can be challenging. During this program, you'll learn how to encourage people to commit and be actively involved in the change process. You'll also learn how to recognize how both the influencer and the one who is b	0.27
	The Influence Edge Model (Self-Management (Videos) - Course 11)	Effective influence skills help you gain the commitment of others. During this program, you'll learn the Influence Edge Model and how to use it. You'll also learn how to analyze situations and choose the appropriate Push, Pull and Push/Pull behaviors to c	0.27
	Working Wounded: Dealing with a Messy Desk (Self-Management (Videos) - Course 12)	Could your desk use a little surgery? Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, provides tips on how you can get from under your collectables and deal with a messy desk.	0.03
	Working Wounded: Getting More Work Done (Self-Management (Videos) - Course 13)	Trying to get caught up at work is something many of us struggle with on a day-to-day basis. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how you can get more done at work and spend your time productively.	0.05
	Working Wounded: Office Politics (Self-Management (Videos) - Course 14)	There are both good and bad office politics. It is a fact of office life and cannot be avoided. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how to squeeze good office politics into your work diet.	0.05

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Course Topic	Course Name	Description	Hours
Self-Management (Videos)	Working Wounded: Performance Appraisals (Self-Management (Videos) - Course 15)	Even though performance appraisals can be beneficial for your professional growth, they can also be nerve-racking. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how to make sure your performance is fairly evaluated.	0.05
Sexual Harassment in the Workplace	Why Can't We All Just Get Along (Sexual Harassment in the Workplace - Course 1)	This course introduces learners to thinking and talking about sexual harassment in the workplace. Using conversational language, it humanizes the discussion while outlining primary concepts such as types of harassment, recommended responses, and the infor	0.28
	Defining Sexual Harassment (Sexual Harassment in the Workplace - Course 2)	This course provides an introduction to the legislation currently dedicated to this topic, on both the federal and the state levels. It shows the learner how sexual harassment is characterized and helps identify the types of harassment that can occur in t	1
	Preventing Sexual Harassment (Sexual Harassment in the Workplace - Course 3)	This course shows how sexual harassment can manifest in the workplace and adversely affect the environment, and investigates how situations can be perceived differently by those involved. It also explores ways to prevent sexual harassment in the workplace	1
	Responding to Sexual Harassment (Sexual Harassment in the Workplace - Course 4)	This course educates employees about the causes and effects of sexual harassment in the work environment. It looks at elements that define behavior as harassment, methods that can be used to prevent it, as well as ways to deal with the situation if it hap	1
	SharePoint Basics (SharePoint 2003 - Course 1)	This course provides an introduction to the features of Microsoft SharePoint 2003. It provides learners with the information they need to effectively access and navigate a SharePoint 2003 site.	2
	Standard Libraries and Lists (SharePoint 2003 - Course 2)	This course provides learners with an overview of the Document Library and Picture Library. It also details management of the links, contacts, events, tasks, and issues lists in SharePoint 2003.	3

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Course Topic	Course Name	Description	Hours
SharePoint 2003	Advanced SharePoint Features (SharePoint 2003 - Course 3)	This course shows learners how to customize standard library and document library lists, and how to use Office 2003 products with SharePoint. After taking this course, learners will be able to work with the more advanced features of SharePoint 2003, and t	4
	Site Administration Basics (SharePoint 2003 - Course 4)	This course provides an overview of the role and responsibilities of a SharePoint Site Administrator. It explains the options for managing SharePoint site, libraries and list security and how to customize a SharePoint page, including how to change views o	3
	Advanced Administration Functions (SharePoint 2003 - Course 5)	This course shows learners how to create document libraries and lists and how to import spreadsheets in SharePoint 2003. It covers the processes and best practice recommendations for creating and using Basic and Web Part Pages, HTML and XML forms, and def	4
SharePoint 2007	Getting Organized (SharePoint 2007 - Course 1)	This course provides an overview of the basics of SharePoint 2007.	1
	Managing Documents (SharePoint 2007 - Course 2)	This course provides an overview of the tools used to manage documents in SharePoint 2007.	2
	Using Libraries and Lists (SharePoint 2007 - Course 3)	This course provides an overview of the tools used to manage lists and libraries in SharePoint 2007.	2
	Creating Pages, Workspaces, and Sites (SharePoint 2007 - Course 4)	This course provides an overview of the various ways of creating pages, workspaces, and sites in SharePoint 2007.	3
	Integrating with Microsoft Office (SharePoint 2007 - Course 5)	This course provides an overview of the collaboration between SharePoint 2007 and the Microsoft Office 2007 software products.	2
	Managing Records and Web Content (SharePoint 2007 - Course 6)	This course provides an overview of tools used for records management and Web content management in SharePoint 2007.	2
	Using Advanced Features (SharePoint 2007 - Course 7)	This course provides an overview of Advanced features that have been made available in SharePoint 2007.	2

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Course Topic	Course Name	Description	Hours
Six Sigma (Videos)	Six Sigma Fundamentals (Six Sigma (Videos) - Course 1)	In this program, you'll learn the essential principles of the Six Sigma improvement process and why it has worked for so many companies. You'll also become fluent in the language of Six Sigma and its roles, methods, and tools.	0.38
	Six Sigma Deployment Roadmap (Six Sigma (Videos) - Course 2)	In this program, you'll learn the common factors of successful Six Sigma implementations and how to deploy a Six Sigma plan that reflects your organization's unique needs and culture. You'll also see important steps of each phase of deployment, from launc	0.28
	Lasting Six Sigma (Six Sigma (Videos) - Course 3)	Many Six Sigma initiatives hit a lull as other organizational priorities arise over time. In this program, you'll learn techniques for sustaining and growing the Six Sigma effort, and you'll see how Six Sigma is integrated with operational and managerial	0.23
Stress Management	Stress on the Job (Stress Management - Course 1)	This course provides information on the signs of workplace stress and the assumptions workers make that can increase stress. You will also learn about methods that can be utilized to reduce or eliminate stress on the job.	1.05
	Resisting Stress (Stress Management - Course 2)	In this course, you'll learn methods for reducing workplace stress including breathing techniques, exercises, and increasing your level of self-awareness.	0.97
	Assertiveness (Stress Management - Course 3)	This course describes how assertiveness relates to stress reduction. You will learn how to respond assertively at work and in your personal life.	1
	Coping with Anger (Stress Management - Course 4)	This course provides information on the nature of anger and the elements that contribute to it. You'll also learn tips on reducing feelings of anger, which will, in turn, lower your stress level.	0.93
Teams That Work	Building Effective Teams (Teams That Work - Course 1)	This course provides valuable information about building teams from drafting the initial team charter to making teamwork part of the corporate culture.	2

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Course Topic	Course Name	Description	Hours
Teams That Work	Leading Effective Teams (Teams That Work - Course 2)	This course provides valuable information about leading a team. It covers topics ranging from developing leadership and effective communication skills to dealing with team conflict, making decisions, and recognizing performance.	2
Time Management for Maximum Productivity	Taming Time (Time Management for Maximum Productivity - Course 1)	This course provides information on how to tame time and improve your time management skills.	2
	Prioritizing and Procrastinating (Time Management for Maximum Productivity - Course 2)	This course provides information on how to prioritize your time and avoid procrastination.	1
	Establishing Goals (Time Management for Maximum Productivity - Course 3)	This course provides guidelines for setting goals to better manage time. Working toward goals using a measured, prioritized strategy can unlock the doors to professional and personal achievement.	1
	Managing Time Together (Time Management for Maximum Productivity - Course 4)	This course provides information on how to effectively delegate tasks, the proper way to turn down overwhelming tasks, and how to conduct productive meetings.	1
	Controlling Time Leaks (Time Management for Maximum Productivity - Course 5)	This course provides information on how to identify time wasters and the time saving techniques, tips, and tools to help you improve your time management skills.	1
	Evaluating and Improving Time Management (Time Management Fundamentals - Course 1)	This course helps learners evaluate how they're currently spending their time in the office. This benefits learners by helping them establish the fundamentals of their time management plan.	2
	Organizing Tasks and Creating Uninterrupted Time (Time Management Fundamentals - Course 2)	This course helps learners organize their tasks and prioritize their goals. This benefits learners by helping them establish the fundamentals of their time management plan.	2
	Managing Meetings (Time Management Fundamentals - Course 3)	This course shows learners how to control the length and effectiveness of meetings. This helps the learner work with co-workers, superiors, and subordinates more efficiently and effectively.	2

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Course Topic	Course Name	Description	Hours
Time Management for Maximum Productivity	Managing Workload (Time Management Fundamentals - Course 4)	This course shows learners how to handle communications and correspondence as well as how to avoid procrastination. This benefits the learner by providing concrete examples of good time management practices that are applicable to the learner's work.	3
	Managing Time with Co-Workers (Time Management Fundamentals - Course 5)	This course helps learners develop communication skills. This benefits learners by helping them make the most of their interactions with colleagues, subordinates, and supervisors.	2
Visio 2002	Using Tools, Commands, Custom Toolbars, and Menus (Visio 2002 - Course 1)	This course introduces users to the Visio 2002 user interface. It explains how to open and save a new Visio file, how to choose a stencil containing predefined shapes, and how to add shapes from a stencil to your drawing. It also provides an introduction	4
	Working with Objects and Hyperlinks (Visio 2002 - Course 2)	This course explains Object Linking and Embedding (OLE), which can be used to place objects that were created with other programs into Visio drawings. This course explains the difference between linking and embedding an object and shows users how to choos	4
	Using the Shape Menu (Visio 2002 - Course 3)	This course briefly reviews the drawing tools most frequently used in working with shapes. It also shows the user how to modify shapes using the operations on the Shape menu. These operations enable users to modify the alignment and orientation of shapes.	4
	Working with Shapes (Visio 2002 - Course 4)	This course shows users how to use the Find function to locate shapes on Visio stencils and how to create a new stencil including the shapes they need. It also explains how to set shape behavior, which controls the way the shape is highlighted, resized, o	3

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Course Topic	Course Name	Description	Hours
Visio 2002	Defining and Using Styles, Custom Properties and Templates (Visio 2002 - Course 5)	This course explains how to define and apply styles, which are predefined formats that can be applied to multiple objects. Users will also learn about ShapeSheets, spreadsheets which contain information about each shape in the drawing, and the procedures	4
	Working with Pages, Layers, and Stencils (Visio 2002 - Course 6)	This course explains how to make complex diagrams easier to construct and understand by adding pages and layers to break the diagram into multiple sections. It also explains how to edit an existing stencil, how to create a new stencil master, and how to c	4
	Working with Data (Visio 2002 - Course 7)	This course explains how to use Visio to create charts, graphs, diagrams, and multipurpose forms by tying Visio charts to data sources. Users will learn how to use Visio to create graphic representations of data in spreadsheet or database applications.	2
	Understanding ShapeSheets (Visio 2002 - Course 8)	This course explains in detail the role of the ShapeSheet, a collection of formulas and data that describe each shape. It explains the relationship between a shape and its ShapeSheet and provides detailed descriptions of key sections of the ShapeSheet.	3
	Working with Flowcharts (Visio 2002 - Course 9)	This course explains how to create models that depict flows for a variety of processes using templates in the Flowchart Solution. These flow models represent processes ranging from financial audits to high-level business processes. Users can also learn ho	4
	Creating Database Models (Visio 2002 - Course 10)	This course explains how to create database models that provide a visual representation of a database schema. This course describes the stencils and templates users can use to draw database models and provides a detailed explanation of the process of draw	4
	Visio 2007: 1 Getting Started	This course explains how to use Visio 2007 to create business and technical drawings.	2

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Course Topic	Course Name	Description	Hours
Windows 2000 Basics - Client	Client (Windows 2000 Basics - Client - Course 1)	This course introduces the features of Windows 2000 Professional that enhance reliability, manageability, and mobility.	3
Windows Vista	Understanding the New Interface (Windows Vista - Course 1)	This course provides you with an introduction to the new Windows Vista interface. You will learn to interact with new features and organize information more effectively.	1
	Using New Features and Applications (Windows Vista - Course 2)	This course provides an introduction to the new features and applications in the various editions of Windows Vista. You will learn about new digital media, security, networking, and personal productivity applications.	1
Windows XP Upgrade	Home Edition (Windows XP Upgrade - Course 1)	This course provides an overview of the features available in the Home Edition version of Windows XP.	3
	Professional (Windows XP Upgrade - Course 2)	This course provides an overview of the features available in the Professional version of Windows XP.	3
Word 2000 MOS	Managing Documents (Word 2000 MOS - Course 1)	This course shows how to open, save, and navigate through documents in Word 2000.	4
	Working with Text (Word 2000 MOS - Course 2)	This course shows how to add, delete, and format text in Word 2000 documents.	4
	Formatting Paragraphs (Word 2000 MOS - Course 3)	This course shows how to work with paragraphs, bulleted lists, and outlines in Word 2000.	3
	Page Format and Printing (Word 2000 MOS - Course 4)	This course shows how to set up a page and print in Word 2000.	5
	Tables and Other Objects (Word 2000 MOS - Course 5)	This course shows how to create tables and insert objects into Word 2000 documents.	3
Word 2000 MOS Expert	Page Formatting (Word 2000 MOS Expert - Course 1)	This course shows how to format paragraphs, organize pages, and create styles in Word 2000.	4
	Managing Documents (Word 2000 MOS Expert - Course 2)	This course shows how to create document references, insert a table of contents and an index, and perform a mail merge in Word 2000.	4
	Inserting Objects (Word 2000 MOS Expert - Course 3)	This course shows how to work with worksheets, insert bitmapped graphics, and create charts in Word 2000.	4

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Course Topic	Course Name	Description	Hours
Word 2000 MOS Expert	Advanced Features (Word 2000 MOS Expert - Course 4)	This course shows how to insert fields, create and modify macros, work with forms and form controls, and customize toolbars in Word 2000.	5
	Workgroups (Word 2000 MOS Expert - Course 5)	This course shows how to track document changes, work with master documents, and insert comments in Word 2000.	3
Word 2002	Managing Documents (Word 2002 - Course 1)	This course shows users how to open, save, and navigate through documents in Word 2002.	4
	Working with Text (Word 2002 - Course 2)	This course shows users how to add, delete, and format text in Word 2002 documents.	4
	Formatting Paragraphs (Word 2002 - Course 3)	This course shows users how to work with paragraphs, bulleted lists, and outlines in Word 2002.	3
	Page Format and Printing (Word 2002 - Course 4)	This course shows users how to set up a page and print in Word 2002.	5
	Tables and Other Objects (Word 2002 - Course 5)	This course shows users how to create tables and insert objects into Word 2002 documents.	3
Word 2003	Introduction to Word (Word 2003 - Course 1)	This course provides an overview of the Word 2003 interface and new product features.	3
	Navigating, Editing, and Working with Text Blocks (Word 2003 - Course 2)	This course shows users how to use Word 2003 to insert, delete, find and replace text. It also covers how to use the Undo and Redo commands and how to copy, move and paste text.	5
	Spell Checking, Print Preparation, and Other Tips (Word 2003 - Course 3)	This course shows users how to use Word 2003 to check and correct the spelling and grammar of a document. It also covers how to save and prepare to print a Word 2003 document.	4
	Formatting Characters, Fonts, Text, and Paragraphs (Word 2003 - Course 4)	This course shows users how to use Word 2003 to choose a font, set text size and format paragraphs and characters.	3
	Formatting Tabs, Pages, and Documents (Word 2003 - Course 5)	This course shows users how to use Word 2003 to set and use tabs, set page and paper size, and create headers and footers. It also covers page orientation and margin information.	3
	Styles, Templates, and Formatting Tips (Word 2003 - Course 6)	This course shows users how to use Word 2003 to create, define and modify styles. It also covers how to create, use and modify templates.	5

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Course Topic	Course Name	Description	Hours
Word 2003	Borders, Tables, and Columns (Word 2003 - Course 7)	This course shows users how to use Word 2003 to insert tables and borders into a document. It also covers how to modify tables and covert text to tables.	3
	Lists, Images, and Art (Word 2003 - Course 8)	This course shows users how to use Word 2003 to add bullets and numbered lists to a document. It also covers how to insert or create images and art for a document.	3
Word 2007	Getting Started (Word 2007 - Course 1)	This course provides information about the new user interface of Word 2007. You will find out how to change the document view, how to create a new document, and how to print and save documents.	2
	Typing and Editing Text (Word 2007 - Course 2)	This course provides information on how to use features and functions of Microsoft Word 2007, including Undo, Redo, and Repeat to correct mistakes; Paste Options to control how copied text is pasted; Office Clipboard to store and paste text; and the Find	3
	Formatting Text (Word 2007 - Course 3)	This course provides an overview of the tools used to format text in Microsoft Word 2007.	2
	Formatting Paragraphs and Lists (Word 2007 - Course 4)	This course introduces basic Word 2007 features for formatting paragraphs and lists.	3
	Building Tables (Word 2007 - Course 5)	This course provides an overview of the tools used to create and modify tables in Microsoft Word 2007.	2
	Working with Images (Word 2007 - Course 6)	This course provides an introduction to working with images in Word 2007.	2
Work and Life Balance (Videos)	Child Care Selection (Work and Life Balance (Videos) - Course 1)	Selecting quality child care is a difficult decision faced by most working parents today. This program is designed to assist you in your child care search by describing the types of child care available, as well as what is meant by quality care. You will	0.23
	Elder Care Selection (Work and Life Balance (Videos) - Course 2)	It takes courage to admit that a loved one may need elder care. The purpose of this program is to help you answer the following questions: How do I know if my loved ones need elder care? What kinds of elder care options are there? How do I know if I'm doi	0.37

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Course Topic	Course Name	Description	Hours
Work and Life Balance (Videos)	Embracing New Technology (Work and Life Balance (Videos) - Course 3)	New and advanced technology will impact how we conduct business in the future. Watch as Mark Pesce, author of <i>The Playful World: How Technology Is Transforming Our Imagination</i> , discusses how technology is changing the world we live in.	0.1
	Exhausted Single Working Parent (Work and Life Balance (Videos) - Course 4)	Are you an exhausted single working parent looking for tips on how to better cope with your extremely busy life? How to alleviate working parent's guilt? This program will help you learn how to deal with everyday difficult situations by presenting a serie	0.37
	Financial Planning for Elder Care (Work and Life Balance (Videos) - Course 5)	People often think their elders' finances are in better shape than they actually are. That's why it is important to explore financial options and prepare an effective financial budget with your elders now. This program provides basic information on financ	0.32
	Making a Case to Telecommute (Interview) (Work and Life Balance (Videos) - Course 6)	Asking the boss about a telecommuting arrangement can be difficult. Watch as Debra Dinnocenzo, President of ALLearnatives and leading telecommuting expert, explains how you can support your reasons for telecommuting and how to propose a telecommuting arra	0.08
	Overload in an Over-Wired World (Interview) (Work and Life Balance (Videos) - Course 7)	The speed at which information is created and bombards us is creating a pervasive sense of overload. Watch as Debra Dinnocenzo, President of ALLearnatives, discusses why confronting the challenges of overload in an over-wired world is vital to our sense o	0.1
	Telecommuting (Work and Life Balance (Videos) - Course 8)	The number of people who telecommute is increasing each year. If you are thinking about telecommuting, this program will help you learn what it takes to be an effective telecommuter. You'll discover how to work well in a home office, with your family, cow	0.35

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Course Topic	Course Name	Description	Hours
Work and Life Balance (Videos)	The Moral Dilemma of Success (Work and Life Balance (Videos) - Course 9)	Technology has brought about an unprecedented affluence in our society. And with this affluence, we're facing many moral dilemmas that challenge our values about prosperity. Watch as Dinesh D'Souza, author of The Virtue of Prosperity: Finding Values in an	0.13
	The Risks of Job Burnout (Work and Life Balance (Videos) - Course 10)	Job burnout is a progressive and slow process, wearing away at the individual a little at a time. Its victims report reduced personal energy, diminished vitality and dampened enthusiasm for life. During this program, you'll learn how to identify the signs	0.27
	Working Wounded: Connecting With Your Kids When Traveling (Work and Life Balance (Videos) - Course 11)	It's tough to be active in your children's lives when you're often traveling on business. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how you can bond with your kids when away on business.	0.03
	Working Wounded: Information Overload (Work and Life Balance (Videos) - Course 12)	With all this data heading your way, there's pressure to respond to it all. The problem is, you can't. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how to properly handle the stresses of information overload.	0.05
	Computer Comfort (Workplace Environment (Videos) - Course 1)	Understanding and applying the basics of ergonomics can put you in control of your comfort when using your computer. During this program you'll learn easy and effective ways to ease discomfort or prevent it from occurring. You'll also learn effective tech	0.27
	Diversity Effectiveness - An Overview (Workplace Environment (Videos) - Course 2)	Diversity in the workplace goes way beyond race, sexism and gender. It's composed of a changing blend of attributes, behaviors and talents characterized by differences and similarities. During this program, you'll learn the meaning of diversity and what c	0.25

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Course Topic	Course Name	Description	Hours
Workplace Environment (Videos)	E-Mail and Internet Privacy at Work (Workplace Environment (Videos) - Course 3)	The explosion of the Internet and e-mail in the workplace has brought a host of legal, productivity and even moral issues about the appropriate balance between an employer's right to monitor and control employee activity and employee privacy. In this prog	0.25
	Ethical Decision Making (Workplace Environment (Videos) - Course 4)	Successful employees understand they work in a complex and often ambiguous environment. Knowing how to make decisions that are aligned with legal parameters and specific company policies will enhance your company's reputation as well as your own. This pro	0.3
	Ethics in the Workplace - Choose Wisely! (Workplace Environment (Videos) - Course 5)	Most unethical business practices are performed by honest people who face great pressure to perform in unethical ways. Watch as ethics expert Paul Wiegand describes some of the ethical issues in today's workplace, suggestions for making ethical decisions	0.17
	Moving Toward Diversity Effectiveness (Workplace Environment (Videos) - Course 6)	To be successful in today's work environment, you need to demonstrate a blend of diversity maturity and core diversity skills. During this program, you'll learn strategies for becoming an effective diversity respondent and the steps to assess your own div	0.32
	Preventing Sexual Harassment (Workplace Environment (Videos) - Course 7)	All employees are entitled to respect in the workplace. This includes the right to be free of sexual harassment on the job. Preventing harassment in the workplace is a responsibility of all employees - no matter what their position within the organization	0.38
	Preventing Sexual Harassment (Presentation Style) (Workplace Environment (Videos) - Course 8)	All employees are entitled to respect in the workplace, including the right to be free of sexual harassment on the job. Preventing harassment in the workplace is a responsibility of all employees - no matter what position within the organization. During t	0.27

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Course Topic	Course Name	Description	Hours
Workplace Environment (Videos)	Preventing Violence in the Workplace (Workplace Environment (Videos) - Course 9)	Workplace violence is an unfortunate social phenomenon occurring throughout the United States. It is responsible for a growing number of deaths and injuries. Warning signs are all around and all employees need to be proactive in preventing a violent situa	0.25
	Preventing Violence in the Workplace (Presentation Style) (Workplace Environment (Videos) - Course 10)	Workplace violence is an unfortunate social phenomenon occurring throughout the United States. It is responsible for a growing number of deaths and injuries. Warning signs are all around and all employees need to be proactive in preventing a violent situa	0.38
	Workplace Violence: Ingredients for Disaster (Workplace Environment (Videos) - Course 11)	Workplace violence is an unfortunate social phenomenon occurring throughout the United States. Warning signs are all around and all employees need to be proactive in preventing a violent situation. Watch as Jim Merrill, coauthor of When Work Equals Life,	0.07
	Working Wounded: Overcoming Your Own Bias (Workplace Environment (Videos) - Course 12)	Latent biases could ruin your professional image. Watch as Bob Rosner, founder and syndicated columnist of Working Wounded, discusses how to reveal and overcome biases that could hinder your career.	0.03

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Course Topic	Course Name	Description	Hours
AJAX	History and Revival of AJAX (AJAX - Course 1)	This course provides a foundation of AJAX fundamentals, including a background and history of browsers and their development.	1
	Introducing JavaScript (AJAX - Course 2)	This course illustrates the basic syntax for writing JavaScript functions, as well as how to create and use JavaScript objects.	1
	The XMLHttpRequest Object (AJAX - Course 3)	This course describes the basic procedures for using the XMLHttpRequest object to make dynamic AJAX calls without having to send the entire Web page back to the server.	1
	N-Tier and AJAX (AJAX - Course 4)	This course describes the architecture and design of N-Tier applications.	1
	Rich Internet Applications (AJAX - Course 5)	This course describes the functionality and benefits of rich Internet applications and explains how AJAX improves the utility and performance of these types of applications.	1
	CSS and the DOM (AJAX - Course 6)	This course teaches how to use Cascading Style Sheets (CSS) to control the appearance, behavior, and position of objects on a Web page, and how to use the Document Object Model (DOM) to manipulate those Web page elements in memory.	1
	AJAX Frameworks (AJAX - Course 7)	This course identifies popular AJAX frameworks, compares and contrasts their capabilities, and describes key benefits and features.	1
	Understanding an AJAX Library (AJAX - Course 8)	This course describes the contents of an AJAX library and explains how to use the library in developing an AJAX-based application.	1
	AJAX and Web Services (AJAX - Course 9)	This course describes how to create a Web service and consume it from an AJAX-based application.	1
	Tagging with AJAX (AJAX - Course 10)	This course teaches how to create AJAX applications that use tagging to perform user-defined content classification.	1
	Cloning Google Suggest (AJAX - Course 11)	This course teaches how to use AJAX technology to perform autocompletion by 'cloning', or imitating, a popular autocompletion application, Google Suggest.	1
	User Controls and AJAX.NET (AJAX - Course 12)	This course teaches how to create and customize reusable drag-and-drop controls.	1
	AJAX and Mapping (AJAX - Course 13)	This course shows how to use AJAX to create mapping-enabled utility sites.	1

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AJAX	AJAX and Web Parts (AJAX - Course 14)	This course teaches how to use AJAX to create Web Parts and integrate those Web Parts into user-definable portal Web sites.	1
	AJAX and ASP.NET Security (AJAX - Course 15)	This course provides tools to efficiently test and implement security in AJAX applications.	1
	Performance (AJAX - Course 16)	This course provides tools and techniques to improve the performance of AJAX applications.	1
	Debugging Your Application (AJAX - Course 17)	This course covers debugging AJAX applications.	1
	AJAX and Site Testing (AJAX - Course 18)	This course describes how to perform stress testing of an AJAX-enabled Web site and compare the behavior of an AJAX-enabled Web site with that of a non-AJAX-enabled Web site.	1
	AJAX Usability (AJAX - Course 19)	This course provides tips and techniques used to analyze and improve the usability of AJAX-enabled applications.	1
	Atlas (AJAX - Course 20)	This course describes how Microsoft has combined AJAX and ASP.NET into a technology called ATLAS and discusses how to develop applications using ATLAS.	1
C	Week 1 (C - Course 1)	This course begins with a basic explanation of C language components and quickly progresses to writing and debugging C programs. Sample listings complete with sample output and an analysis of code illustrate the topics of the day.	11
	Week 2 (C - Course 2)	This course covers pointers and variable scope concepts that are important to capitalizing on C's assets. It also covers numeric arrays characters and strings and structures. It introduces additional program control statements provides detailed explanatio	14
	Week 3 (C - Course 3)	This course begins with advanced pointer topics and moves on to the use of disk files for data storage and retrieval. It also covers advanced function topics and explores the function library in more detail. The week ends with a discussion of memory manag	13
CGI/Perl	Getting Familiar with Forms (CGI/Perl - Course 1)	This course helps students learn about using forms and handling their output with CGI and Perl.	4
	Building Programs (CGI/Perl - Course 2)	This course helps students learn about using CGI and Perl to write data between Web pages and databases.	4
CGI/Perl	Web Applications (CGI/Perl - Course 3)	This course helps students learn about using CGI and Perl to create basic applications and utilities for their Web pages.	3

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	Interacting with Databases (CGI/Perl - Course 4)	This course helps students learn about using CGI and Perl to write data between Web pages and databases.	4
Cisco Related Series by MindLeaders BCMSN 642-811	Switched Networks, VLANs, and Trunks (Cisco Related Series by MindLeaders BCMSN 642-811 - Course 1)	This course explains Cisco's design philosophy for creating scalable campus networks, including Cisco's old three-layer hierarchical model and Cisco's new Enterprise Model design. The different types of Layer 2 and Layer 3 solutions, including the differe	4
	Spanning Tree Protocol (Cisco Related Series by MindLeaders BCMSN 642-811 - Course 2)	This course explains the function of transparent bridges. It also details the Spanning Tree Protocol (STP), including its components, operation, configuration, and troubleshooting.	4
	Enhancements to STP (Cisco Related Series by MindLeaders BCMSN 642-811 - Course 3)	This course discusses some of the enhancements to STP to help it scale better in large Layer 2 networks. Those features covered in depth include PortFast, UplinkFast, BackboneFast, Rapid STP, STP Guard features, and EtherChannels.	2
	Multilayer Switching (Cisco Related Series by MindLeaders BCMSN 642-811 - Course 4)	This course explains VLANs contain broadcasts, which enable switched networks to be scaled to much larger sizes. To pass traffic between VLANs (different subnets), a Layer 3 device, such as a traditional router or multilayer switch, is needed. This course	2
	Availability and Redundancy (Cisco Related Series by MindLeaders BCMSN 642-811 - Course 5)	This course focuses on, and provides solutions for, three types of availability and redundancy: hardware, Layer 2, and Layer 3.	2
	Multicasts (Cisco Related Series by MindLeaders BCMSN 642-811 - Course 6)	This course differentiates between network traffic types. It also details the traffic and bandwidth characteristics required when designing a scalable network.	2
	Network Quality of Service (Cisco Related Series by MindLeaders BCMSN 642-811 - Course 7)	This course discusses IP telephony and some of its issues and solutions. It then delves into QoS, discussing QoS components, architecture, and implementation. The course also presents the management of congestion with queuing, conditioning traffic, and	2
	Cisco Related Series by MindLeaders BCMSN 642-811	QOS Configuration and Verification (Cisco Related Series by MindLeaders BCMSN 642-811 - Course 8)	This course covers QoS Configuration and Verification. Queuing methods such as WFQ, PQ, IP RTP-PQ, LLQ, and WRRQ are presented. The course concludes with a discussion on how WRED can be used to implement congestion avoidance.

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	MLS Optimization and Security (Cisco Related Series by MindLeaders BCMSN 642-811 - Course 9)	This course focuses on two areas: capturing traffic to optimize a network and switch security features. The first half of this course is dedicated to the SPAN feature of Catalyst switches. The second half covers some of the security features included with	2
	Metro Ethernet (Cisco Related Series by MindLeaders BCMSN 642-811 - Course 10)	This course describes the problems and solutions that carriers use to transport Ethernet across their MAN backbones.	2
	Practice Exams (Cisco Related Series by MindLeaders BCMSN 642-811 - Course 11)	This course provides two practice exams for the Cisco BCMSN 642-811 certification exam.	2
Cisco Related Series by MindLeaders BCMSN 642-812	VLANs (Cisco Related Series by MindLeaders BCMSN 642-812 - Course 1)	This course focuses on VLANs and their advantages in the enterprise network. It also addresses VLAN trunking, including manual and dynamic methods and protocols as well as how to troubleshoot VLAN connectivity problems.	1
	Spanning Tree Protocols (Cisco Related Series by MindLeaders BCMSN 642-812 - Course 2)	This course examines Spanning Tree Protocol in detail in order to provide a solid understanding of the protocol, its operation, features and troubleshooting techniques. It also covers EtherChannel port aggregation protocols and configuration.	1
	Inter-VLAN Routing (Cisco Related Series by MindLeaders BCMSN 642-812 - Course 3)	This course covers how to configure Inter-VLAN routing, enable CEF operation and troubleshoot Inter-VLAN routing configurations.	1
	Gateway Redundancy Technologies (Cisco Related Series by MindLeaders BCMSN 642-812 - Course 4)	This course covers the functions, operations, and configuration of gateway redundancy protocols (i.e., HSRP, VRRP, and GLBP). It also covers verifying high availability configurations.	1
	Wireless Client Access (Cisco Related Series by MindLeaders BCMSN 642-812 - Course 5)	This course covers wireless operation, WLAN specifications, network unification, wireless configuration, and security.	1
	Security Features in a Switched Network (Cisco Related Series by MindLeaders BCMSN 642-812 - Course 6)	This course covers Layer 2 network attacks and configuring port security, 802.1x, VACLs, private VLANs, DHCP snooping, and DAI.	1
Cisco Related Series by MindLeaders BCMSN 642-812	Support for Voice (Cisco Related Series by MindLeaders BCMSN 642-812 - Course 7)	This course covers voice in the campus network, voice VLANs, trust boundaries, and IP phone support.	1

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	Practice Exam 1 (Cisco Related Series by MindLeaders BCMSN 642-812 - Course 8)	This course presents questions that will help you prepare for the Building Converged Cisco Multilayer Switched Networks BCMSN 642-812 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was w	1
	Practice Exam 2 (Cisco Related Series by MindLeaders BCMSN 642-812 - Course 9)	This course presents questions that will help you prepare for the Building Converged Cisco Multilayer Switched Networks BCMSN 642-812 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was w	1
	Practice Exam 3 (Cisco Related Series by MindLeaders BCMSN 642-812 - Course 10)	This course presents questions that will help you prepare for the Building Converged Cisco Multilayer Switched Networks BCMSN 642-812 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was w	1
Cisco Related Series by MindLeaders BCRAN 642-821	WAN Technologies, Components, and AAA Security (Cisco Related Series by MindLeaders BCRAN 642-821 - Course 1)	This course presents the methodologies involved with configuring remote access. The ability to work efficiently and effectively from a remote location?whether it's a branch office, small office/home office (SOHO), or a mobile location?is critical to virtu	1
	PPP Authentication and Network Address Translation (Cisco Related Series by MindLeaders BCRAN 642-821 - Course 2)	This course covers the login process using PPP. Today's corporate environments contain more telecommuters than ever before. As a result, dial-in access is an important part of network connectivity. The course also describes how NAT provides the ability to	2
	Modems and Asynchronous Connections (Cisco Related Series by MindLeaders BCRAN 642-821 - Course 3)	This course describes how to correctly choose and deploy the proper cabling and master the configuration of the router, its resources, and modems attached to the router. Asynchronous connections via modem are an integral part of any wide-area network (WAN	1
Cisco Related Series by MindLeaders BCRAN 642-821	Using ISDN Connections (Cisco Related Series by MindLeaders BCRAN 642-821 - Course 4)	This course covers the two forms of Integrated Services Digital Network (ISDN): Basic Rate Interface (BRI) and Primary Rate Interface (PRI). ISDN usage, equipment and call progress, are discussed prior to a detailed description of BRI and PRI configuratio	1

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	Using Frame Relay Connections (Cisco Related Series by MindLeaders BCRAN 642-821 - Course 5)	This course covers the concepts, components, and use of Frame Relay. Frame Relay is a standard supported by both the American National Standards Institute (ANSI) and the International Telecommunication Union that defines the encapsulation from the custome	1
	Dial-on-Demand and Broadband (Cisco Related Series by MindLeaders BCRAN 642-821 - Course 6)	This course covers the DDR process by which a link is created on demand. As traffic needs to cross the WAN, a circuit is completed from the source router to the destination, allowing the traffic to cross. DDR circuits are useful when you pay for access ba	2
	Enabling Backup Connections and Management of Traffic (Cisco Related Series by MindLeaders BCRAN 642-821 - Course 7)	This course covers the use of dial backup to back up a permanent connection. Having a second connection that can move data in the event the primary connection fails is a wise move for today's corporate environment. This course also covers the use of each	2
	Securing the Network with VPNs (Cisco Related Series by MindLeaders BCRAN 642-821 - Course 8)	This course covers VPN and IPsec terminology, design, configuration, testing, and verification. The key to the popularity of VPNs is that companies can replace traditionally high-priced dedicated WAN connections for a fraction of the cost with VPN.	1
	Practice Exams (Cisco Related Series by MindLeaders BCRAN 642-821 - Course 9)	This course provides two practice exams for the Cisco BCRAN 642-821 certification exam.	2
Cisco Related Series by MindLeaders BSCI 642-801	Routing Principles (Cisco Related Series by MindLeaders BSCI 642-801 - Course 1)	This course examines the major functions of a router as well as various routing protocols that can operate on Cisco routers. In addition, the learner will study how to analyze the various fields in a routing table.	2
	Extending IP Addresses (Cisco Related Series by MindLeaders BSCI 642-801 - Course 2)	This course explains IP addressing and extending IP addresses. The Internet Protocol (IP) is the primary protocol used to encapsulate data in the Internet suite. This course focuses on some of the solutions and mechanisms the Cisco professional should kno	1
Cisco Related Series by MindLeaders BSCI 642-801	Implementing OSPF in a Single Area (Cisco Related Series by MindLeaders BSCI 642-801 - Course 3)	This course examines the Open Shortest Path First (OSPF) routing protocol. It explains OSPF in comparison to the Routing Information Protocol (RIP), and covers discovery, selection, route maintenance, and point-to-point operation. The two formal modes of	2

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Interconnecting OSPF Areas (Cisco Related Series by MindLeaders BSCI 642-801 - Course 4)	This course covers advanced concepts of the Open Shortest Path First (OSPF) protocol, and how to link multiple areas and OSPF addressing in multiple areas. This course also explains the different types of areas, routers, and link-state advertisements. Con	2	
Applying Integrated IS-IS (Cisco Related Series by MindLeaders BSCI 642-801 - Course 5)	This course discusses the Intermediate System-to-Intermediate System (IS-IS) routing protocol, which is used for both ISO Connectionless Network Protocol (CLNP) and IP applications. It covers how to develop an effective addressing plan, establishing vario	2	
Employing Enhanced IGRP (Cisco Related Series by MindLeaders BSCI 642-801 - Course 6)	This course discusses the Enhanced Interior Gateway Routing Protocol (EIGRP), which improves Cisco's proprietary IGRP by using elements of distance-vector and link-state characteristics. Learners will examine IP routing with EIGRP, and discuss how EIGRP f	2	
Configuring Border Gateway Protocol (Cisco Related Series by MindLeaders BSCI 642-801 - Course 7)	This course covers the Border Gateway Protocol (BGP) and how it addresses path determination in modern internetworks. The learner will examine the default standard BGP and how it achieves interdomain routing in TCP/IP networks to transport packets.	1	
Scaling BGP Networks (Cisco Related Series by MindLeaders BSCI 642-801 - Course 8)	This course explores advanced concepts of the Border Gateway Protocol (BGP). The learner will examine BGP scalability through route reflectors and managing policy using prefix lists, and will learn how to connect to multiple ISPs via BGP and how to config	1	
Routing Update Optimization and Redistribution (Cisco Related Series by MindLeaders BSCI 642-801 - Course 9)	This course discusses Cisco policy-based routing. The learner will examine various routing commands, and learn about the redistribution of routing update traffic. This course also covers resolving path selection issues, implementing route filters, and ver	2	
Practice Exam (Cisco Related Series by MindLeaders BSCI 642-801 - Course 10)	This course provides practice exam questions for the Cisco CCNP BSCI 642-801 exam.	2	
Cisco Related Series by MindLeaders BSCI 642-901	EIGRP Operations (Cisco Related Series by MindLeaders BSCI 642-901 - Course 1)	This course covers building scalable networks, Enhanced Interior Gateway Routing Protocol or EIGRP, as well configuring and troubleshooting EIGRP.	1
	Multiarea OSPF Operations (Cisco Related Series by MindLeaders BSCI 642-901 - Course 2)	This course covers Open Shortest Path First (OSPF) basics, configuration (Stub, NSSA, authentication, etc.), and troubleshooting.	1

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	Integrated IS-IS (Cisco Related Series by MindLeaders BSCI 642-901 - Course 3)	This course covers Integrated Intermediate-System to Intermediate-System (or IS-IS) basics, configuration, and troubleshooting.	1
	Cisco IOS Routing Features (Cisco Related Series by MindLeaders BSCI 642-901 - Course 4)	This course covers redistribution, route maps, and DHCP.	1
	BGP for Enterprise ISP Connectivity (Cisco Related Series by MindLeaders BSCI 642-901 - Course 5)	This course covers Border Gateway Protocol (or BGP) basics, configuration, and troubleshooting.	1
	Multicast Forwarding (Cisco Related Series by MindLeaders BSCI 642-901 - Course 6)	This course covers IP multicasting basics, configuration, and troubleshooting.	1
	IPv6 (Cisco Related Series by MindLeaders BSCI 642-901 - Course 7)	This course covers IPv6 basics, interoperation with IPv4, as well as configuring and troubleshooting OSPF routing with IPv6.	1
	Practice Exam 1 (Cisco Related Series by MindLeaders BSCI 642-901 - Course 8)	This course presents questions that will help you prepare for the Building Scalable Cisco Internetworks BSCI 642-901 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1
	Practice Exam 2 (Cisco Related Series by MindLeaders BSCI 642-901 - Course 9)	This course presents questions that will help you prepare for the Building Scalable Cisco Internetworks BSCI 642-901 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1
	Practice Exam 3 (Cisco Related Series by MindLeaders BSCI 642-901 - Course 10)	This course presents questions that will help you prepare for the Building Scalable Cisco Internetworks BSCI 642-901 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1
Cisco Related Series by MindLeaders BSCI 642-901	Practice Exam 4 (Cisco Related Series by MindLeaders BSCI 642-901 - Course 11)	This course presents questions that will help you prepare for the Building Scalable Cisco Internetworks BSCI 642-901 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1
Cisco Related Series by MindLeaders CCDA 640-863	Network Design Methodology (Cisco Related Series by MindLeaders CCDA 640-863 - Course 1)	This course gives a foundation of the concepts of network design using Cisco's SONA methodology and the PPDIIO network lifecycle. The course focuses on the top-down approach to network design and emphasizes the importance of meeting both network and organ	2

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<p>Network Structure and Modularity (Cisco Related Series by MindLeaders CCDA 640-863 - Course 2)</p>	<p>This course focuses on designing networks for scalability by examining different ways to break down a large-scale network project into manageable parts. It also covers modular network services and designing for high availability.</p>	<p style="text-align: center;">1</p>	
<p>Basic Enterprise Campus Networks (Cisco Related Series by MindLeaders CCDA 640-863 - Course 3)</p>	<p>This course covers the strategies and technologies involved in designing a basic Enterprise Campus Network. It includes considerations and best practice recommendations for building the Enterprise Campus Network and the data center.</p>	<p style="text-align: center;">1</p>	
<p>Enterprise Edge and Remote Network Modules (Cisco Related Series by MindLeaders CCDA 640-863 - Course 4)</p>	<p>This course provides an overview of wide area network design considerations, best practices and technologies for enterprise edge and branch office applications.</p>	<p style="text-align: center;">1</p>	
<p>IP Addressing and Routing Protocols (Cisco Related Series by MindLeaders CCDA 640-863 - Course 5)</p>	<p>This course focuses on IP addressing schemes to incorporate a well designed logical network hierarchy, as well as routing protocol options to direct network traffic in the most efficient ways while supporting current and future scalability.</p>	<p style="text-align: center;">2</p>	
<p>Security Services (Cisco Related Series by MindLeaders CCDA 640-863 - Course 6)</p>	<p>This course focuses on identifying security threats. It also covers creating and implementing network security systems and policies using Cisco products, services and recommended design methodologies.</p>	<p style="text-align: center;">1</p>	
<p>Voice Networking Considerations (Cisco Related Series by MindLeaders CCDA 640-863 - Course 7)</p>	<p>This course provides a detailed overview of telephony services, beginning with traditional PSTN services and PBX. It also discusses IP telephony technologies and standards, with a focus on the implementation of Cisco IPT networks, including equipment and</p>	<p style="text-align: center;">1</p>	
<p>Cisco Related Series by MindLeaders CCDA 640-863</p>	<p>Wireless Networking Considerations (Cisco Related Series by MindLeaders CCDA 640-863 - Course 8)</p>	<p>This course provides an overview of wireless LAN standards and technologies, and provides a solid basis to design efficient, secure and redundant wireless networks based on the Cisco Unified Network Architecture.</p>	<p style="text-align: center;">1</p>
	<p>Practice Exam 1 (Cisco Related Series by MindLeaders CCDA 640-863 - Course 9)</p>	<p>This course presents questions that will help you prepare for the CCDA 640-863 Designing for Cisco Internetwork Solutions exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and wha</p>	<p style="text-align: center;">1</p>

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	Practice Exam 2 (Cisco Related Series by MindLeaders CCDA 640-863 - Course 10)	This course presents questions that will help you prepare for the CCDA 640-863 Designing for Cisco Internetwork Solutions exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and wha	1
	Practice Exam 3 (Cisco Related Series by MindLeaders CCDA 640-863 - Course 11)	This course presents questions that will help you prepare for the CCDA 640-863 Designing for Cisco Internetwork Solutions exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and wha	1
	Practice Exam 4 (Cisco Related Series by MindLeaders CCDA 640-863 - Course 12)	This course presents questions that will help you prepare for the CCDA 640-863 Designing for Cisco Internetwork Solutions exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and wha	1
Cisco Related Series by MindLeaders CCNA 640-801	The Open Systems Interconnect Model (OSI) (Cisco Related Series by MindLeaders CCNA 640-801 - Course 1)	This course explains the Open Systems Interconnection (OSI) reference model. This model is an industry standard for increased interoperability and breaks network communication into seven distinct layers. This course also explains the purpose and function	1
	Hardware and the OSI Reference Model (Cisco Related Series by MindLeaders CCNA 640-801 - Course 2)	This course explains the hardware used in Cisco networking. It examines early bus networks and how they have been enhanced and expanded to become the robust networks used today. This course also discusses the hardware components of a network, and token pa	2
Cisco Related Series by MindLeaders CCNA 640-801	Wide Area Network Protocols (Cisco Related Series by MindLeaders CCNA 640-801 - Course 3)	This course provides an overview of wide area networking, including the Point-to-Point Protocol (PPP), Frame Relay network operation, and Integrated Services Digital Network (ISDN) components.	1
	TCP/IP Technologies (Cisco Related Series by MindLeaders CCNA 640-801 - Course 4)	This course provides a detailed explanation of the Transmission Control Protocol/Internet Protocol (TCP/IP), which is the foundation of the Internet and the most widely used protocol suite in the world. This course provides a background and history of TCP	1
	Understanding Layer 2 Switching Technology (Cisco Related Series by MindLeaders CCNA 640-801 - Course 5)	This course provides a detailed explanation of switching technology in relation to Cisco networks. It discusses how switching functions in a Cisco network, and includes discussion on several features and protocols that have been developed by Cisco.	1

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Understanding Layer 3 Routing Technologies (Cisco Related Series by MindLeaders CCNA 640-801 - Course 6)	This course provides a detailed explanation of routing technology in relation to Cisco networks. It examines routing activities, algorithms, and protocols, and discusses the similarities and differences between the distance vector and link state protocols	1	
Configuring a Cisco Switch (Cisco Related Series by MindLeaders CCNA 640-801 - Course 7)	This course discusses the operational design of Cisco routers. It discusses the memory area, types of memory used, and the function of programs stored in the memory region. Router modes and the access each provides are also examined. Additionally, this co	2	
Configuring a Cisco Router (Cisco Related Series by MindLeaders CCNA 640-801 - Course 8)	This course explains in detail how to configure a Cisco NFLD router with IP addressing. It covers managing configuration files, loading, and copying Cisco software. This course also examines the password types and security levels used on Cisco routers, an	1	
Creating and Applying Additional Router Configurations (Cisco Related Series by MindLeaders CCNA 640-801 - Course 9)	This course shows users how to configure and monitor PPP, ISDN, and Frame Relay on a Cisco router. It discusses the Cisco router software upgrade process. This course also explains how to add the RIP and ICRP protocols to a router configuration and how to	2	
Practice Exam (Cisco Related Series by MindLeaders CCNA 640-801 - Course 10)	This course provides practice exam questions for the Cisco CCNA 640-801 exam, and its component exams, CCNA 640-821 and CCNA 640-811.	3	
Cisco Related Series by MindLeaders CCNA 640-802	Networking Fundamentals (Cisco Related Series by MindLeaders CCNA 640-802 - Course 1)	This course provides a foundation of networking fundamentals in preparation for the CCNA 640-802 exam.	1
	Network Models (Cisco Related Series by MindLeaders CCNA 640-802 - Course 2)	This course provides an introduction to network models in preparation for the CCNA 640-802 exam.	1
	Concepts in IP Addressing (Cisco Related Series by MindLeaders CCNA 640-802 - Course 3)	This course provides information on IP addressing in preparation for the CCNA 640-802 exam.	1
	Working with Cisco Equipment (Cisco Related Series by MindLeaders CCNA 640-802 - Course 4)	This course provides information on working with Cisco equipment for the CCNA 640-802 exam.	1
	Managing Your Router (Cisco Related Series by MindLeaders CCNA 640-802 - Course 5)	This course provides information on managing routers for the INCD1 640-822 exam.	1
	Basic Catalyst Switch Operations and Configuration (Cisco Related Series by MindLeaders CCNA 640-802 - Course 6)	This course provides information on basic catalyst switch operations and configuration for the CCNA 640-802 exam.	1

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	Introduction to WANs (Cisco Related Series by MindLeaders CCNA 640-802 - Course 7)	This course provides an introduction to wide area networks for the CCNA 640-802 exam.	1
	Wireless LANs (Cisco Related Series by MindLeaders CCNA 640-802 - Course 8)	This course provides an introduction to wireless LANs for the CCNA 640-802 exam.	1
	Basic Network Security (Cisco Related Series by MindLeaders CCNA 640-802 - Course 9)	This course provides an introduction to basic network security for the CCNA 640-802 exam.	1
	Basic Routing (Cisco Related Series by MindLeaders CCNA 640-802 - Course 10)	This course provides an introduction to basic routing concepts for the CCNA 640-802 exam.	1
	Small-Office Internet Connection (Cisco Related Series by MindLeaders CCNA 640-802 - Course 11)	This course covers small office Internet connection concepts found on the CCNA 640-802 exam.	1
	Advanced Catalyst Switch Operations and Configuration (Cisco Related Series by MindLeaders CCNA 640-802 - Course 12)	This course covers advanced catalyst switch operations and configuration concepts found on the ICND2 640-816 exam.	1
	IP Access Lists (Cisco Related Series by MindLeaders CCNA 640-802 - Course 13)	This course covers IP access list concepts found on the CCNA 640-802 exam.	1
	Advanced Routing (Cisco Related Series by MindLeaders CCNA 640-802 - Course 14)	This course covers advanced routing concepts found on the CCNA 640-802 exam.	1
	Advanced WANs (Cisco Related Series by MindLeaders CCNA 640-802 - Course 15)	This course covers advanced WAN concepts found on the CCNA 640-802 exam.	1
Cisco Related Series by MindLeaders CCNA 640-802	Advanced IP Concepts (Cisco Related Series by MindLeaders CCNA 640-802 - Course 16)	This course covers advanced IP concepts found on the CCNA 640-802 exam.	1
	Practice Exam 1 (Cisco Related Series by MindLeaders CCNA 640-802 - Course 17)	This course presents questions that will help you prepare for the Cisco CCNA 640-802 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct answers.	1
	Practice Exam 2 (Cisco Related Series by MindLeaders CCNA 640-802 - Course 18)	This course presents questions that will help you prepare for the Cisco CCNA 640-802 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct answers.	1
	Practice Exam 3 (Cisco Related Series by MindLeaders CCNA 640-802 - Course 19)	This course presents questions that will help you prepare for the Cisco CCNA 640-802 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct answers.	1

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Cisco Related Series by MindLeaders CIT 642-831	Networking Principles and Technologies (Cisco Related Series by MindLeaders CIT 642-831 - Course 1)	This course provides an introduction to the basics of internetworking. The different network models used to maintain, organize, and troubleshoot Cisco systems are also presented in detail. IEEE media standards covered include the Ethernet, Fast Ethernet,	2
	TCP/IP (Cisco Related Series by MindLeaders CIT 642-831 - Course 2)	This course provides an overview of the TCP/IP suite and its applications, and follows with troubleshooting issues regarding those protocols. IP Addresses are used to route data across the Internet and the world. The LAN protocols covered in the course in	2
	Windows Troubleshooting (Cisco Related Series by MindLeaders CIT 642-831 - Course 3)	This course provides an introduction to Windows troubleshooting techniques. Command syntax and how its used in troubleshooting Windows issues is presented for the most commonly used commands such as ipconfig, ping, tracert, nslookup, netsta,ftp, and teln	2
Cisco Related Series by MindLeaders CIT 642-831	The Physical and Data Link Layers (Cisco Related Series by MindLeaders CIT 642-831 - Course 4)	This course explains how to utilize tools and commands that can help identify problems with a Cisco router or switch, network cabling, or other network problems affecting the Physical layer of the network. These basics include using the show commands, phy	2
	Virtual LANs (Cisco Related Series by MindLeaders CIT 642-831 - Course 5)	This course focuses on Virtual LANs (VLANs), which were created by the different switch manufacturers to provide individual broadcast domains. By assigning each port to an individual VLAN, each VLAN becomes its own broadcast domain. Additional topics pres	2
	Serial Links (Cisco Related Series by MindLeaders CIT 642-831 - Course 6)	This course details how to troubleshoot serial links and the protocols used on serial links. Techniques for troubleshooting serial links, including CSU/DSU Loopback Testing and common serial link troubleshooting commands, are presented. In addition, the c	2
	Routing Protocols (Cisco Related Series by MindLeaders CIT 642-831 - Course 7)	This course discusses the different dynamic routing protocols used in Cisco networks and explains how they work. The commands related to troubleshooting routing protocols that the learner needs to know to pass the exam are described. The last part of the	2
	ISDN (Cisco Related Series by MindLeaders CIT 642-831 - Course 8)	This course provides an overview of ISDN, dial-on-demand routing, dialer and access lists, and q.921 and q.931 signaling. Troubleshooting commands for ISDN and CHAP are presented in detail.	2

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	Practice Exams (Cisco Related Series by MindLeaders CIT 642-831 - Course 9)	This course provides practice exam questions for the Cisco CIT 642-831 exam.	2
Cisco Related Series by MindLeaders ICND1 640-822	Networking Fundamentals (Cisco Related Series by MindLeaders ICND1 640-822 - Course 1)	This course provides a foundation of networking fundamentals in preparation for the ICND1 640-822 exam.	1
	Network Models (Cisco Related Series by MindLeaders ICND1 640-822 - Course 2)	This course provides an introduction to network models in preparation for the ICND1 640-822 exam.	1
	Concepts in IP Addressing (Cisco Related Series by MindLeaders ICND1 640-822 - Course 3)	This course provides information on IP addressing in preparation for the ICND1 640-822 exam.	1
	Working with Cisco Equipment (Cisco Related Series by MindLeaders ICND1 640-822 - Course 4)	This course provides information on working with Cisco equipment for the ICND1 640-822 exam.	1
Cisco Related Series by MindLeaders ICND1 640-822	Managing Your Router (Cisco Related Series by MindLeaders ICND1 640-822 - Course 5)	This course provides information on managing routers for the ICND1 640-822 exam.	1
	Basic Catalyst Switch Operations and Configuration (Cisco Related Series by MindLeaders ICND1 640-822 - Course 6)	This course provides information on basic catalyst switch operations and configuration for the ICND1 640-822 exam.	1
	Introduction to WANs (Cisco Related Series by MindLeaders ICND1 640-822 - Course 7)	This course provides an introduction to wide area networks for the ICND1 640-822 exam.	1
	Wireless LANs (Cisco Related Series by MindLeaders ICND1 640-822 - Course 8)	This course provides an introduction to wireless LANs for the ICND1 640-822 exam.	1
	Basic Network Security (Cisco Related Series by MindLeaders ICND1 640-822 - Course 9)	This course provides an introduction to basic network security for the ICND1 640-822 exam.	1
	Basic Routing (Cisco Related Series by MindLeaders ICND1 640-822 - Course 10)	This course provides an introduction to basic routing concepts for the ICND1 640-822 exam.	1
	Small-Office Internet Connection (Cisco Related Series by MindLeaders ICND1 640-822 - Course 11)	This course covers small office Internet connection concepts found on the ICND1 640-822 exam.	1
Cisco Related Series by MindLeaders ICND2 640-816	Advanced Catalyst Switch Operations and Configuration (Cisco Related Series by MindLeaders ICND2 640-816 - Course 1)	This course covers advanced catalyst switch operations and configuration concepts found on the ICND2 640-816 exam.	1
	IP Access Lists (Cisco Related Series by MindLeaders ICND2 640-816 - Course 2)	This course covers IP access list concepts found on the ICND2 640-816 exam.	1
	Advanced Routing (Cisco Related Series by MindLeaders ICND2 640-816 - Course 3)	This course covers advanced routing concepts found on the ICND2 640-816 exam.	1
	Advanced WANs (Cisco Related Series by MindLeaders ICND2 640-816 - Course 4)	This course covers advanced WAN concepts found on the ICND2 640-816 exam.	1

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	Advanced IP Concepts (Cisco Related Series by MindLeaders ICND2 640-816 - Course 5)	This course covers advanced IP concepts found on the ICND2 640-816 exam.	1
Cisco Related Series by MindLeaders ISCW 642-825	Basic Teleworker Services (Cisco Related Series by MindLeaders ISCW 642-825 - Course 1)	This course discusses creating, testing, and implementing basic teleworker services. Basic components of Cisco teleworker services, designs, and devices will provide a foundation for fundamental learning in teleworker networking. It also provides key info	1
Cisco Related Series by MindLeaders ISCW 642-825	Frame-Mode MPLS (Cisco Related Series by MindLeaders ISCW 642-825 - Course 2)	This course provides information on designing and configuring multi-protocol services on an integrated platform by using label switching. It also introduces the use of frame-mode operations, strategies for optimizing infrastructure services, and other top	1
	Site-to-Site IPsec VPN (Cisco Related Series by MindLeaders ISCW 642-825 - Course 3)	This course discusses IPsec, VPN, and GRE concepts; Cisco IPsec VPN Software client configurations; designing and implementing site-to-site VPNs using IPsec; and IPsec VPN topics such as pre-shared keys and tunneling. It also provides instruction on the b	1
	Network Security Strategies (Cisco Related Series by MindLeaders ISCW 642-825 - Course 4)	This course explains how to mitigate network attacks as approaches to deploying effective Cisco network security services. This course gives information about trust and identity concepts such as Authentication, Authorization, and Accounting using TACACS+	1
	Cisco Device Hardening (Cisco Related Series by MindLeaders ISCW 642-825 - Course 5)	This course provides instruction for identifying router services and interfaces that are vulnerable to network attack, such as desktop PCs, network servers, routers, and switches. The course also examines ways to protect Cisco devices from these and other	2
	Cisco IOS Firewall (Cisco Related Series by MindLeaders ISCW 642-825 - Course 6)	This course includes in-depth coverage on configuring a Cisco router to secure access to it. It explains how to use IOS routers as a firewall solution for protecting a data network from outsiders - especially hackers - and, it addresses technologies, secu	1
	Cisco IOS Intrusion Protection System (Cisco Related Series by MindLeaders ISCW 642-825 - Course 7)	This course introduces techniques and features for enabling and enhancing WAN and remote access solutions. This course also focuses on using one or more available WAN connection technologies for remote access between enterprise sites. Key topics of this c	1

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Cisco Related Series by MindLeaders ONT 642-845	Practice Exam 1 (Cisco Related Series by MindLeaders ISCW 642-825 - Course 8)	This course presents questions that will help you prepare for the Implementing Secure Converged Wide Area Networks ISCW 642-825 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong a	1
	Practice Exam 2 (Cisco Related Series by MindLeaders ISCW 642-825 - Course 9)	This course presents questions that will help you prepare for the Implementing Secure Converged Wide Area Networks ISCW 642-825 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong a	1
	Practice Exam 3 (Cisco Related Series by MindLeaders ISCW 642-825 - Course 10)	This course presents questions that will help you prepare for the Implementing Secure Converged Wide Area Networks ISCW 642-825 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong a	1
	Cisco VoIP Implementations (Cisco Related Series by MindLeaders ONT 642-845 - Course 1)	This course describes the functions and operations of a VoIP network.	1
	QoS Considerations (Cisco Related Series by MindLeaders ONT 642-845 - Course 2)	This course describes how implementing Cisco QoS lets you use bandwidth more efficiently.	1
	DiffServ QoS Implementations (Cisco Related Series by MindLeaders ONT 642-845 - Course 3)	This course describes Cisco services that provide a tested architecture to connect customer remote offices to enterprise networks.	1
	AutoQoS (Cisco Related Series by MindLeaders ONT 642-845 - Course 4)	This course describes the use of the Cisco AutoQoS feature.	1
	WLAN Security and Management (Cisco Related Series by MindLeaders ONT 642-845 - Course 5)	This course describes Cisco solutions for managing wireless networks.	1
	Practice Exam 1 (Cisco Related Series by MindLeaders ONT 642-845 - Course 6)	This course presents questions that will help you prepare for the Optimizing Converged Cisco Networks ONT 642-845 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to loo	1
	Practice Exam 2 (Cisco Related Series by MindLeaders ONT 642-845 - Course 7)	This course presents questions that will help you prepare for the Optimizing Converged Cisco Networks ONT 642-845 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to loo	1

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	Practice Exam 3 (Cisco Related Series by MindLeaders ONT 642-845 - Course 8)	This course presents questions that will help you prepare for the Optimizing Converged Cisco Networks ONT 642-845 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to loo	1
Cisco Related Series by MindLeaders ONT 642-845	Practice Exam 4 (Cisco Related Series by MindLeaders ONT 642-845 - Course 9)	This course presents questions that will help you prepare for the Optimizing Converged Cisco Networks ONT 642-845 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to loo	1
CISSP Security Professional	Access Control Systems and Methodology (CISSP Security Professional - Course 1)	This course covers Domain 1 of the Certified Information Systems Security Professional (CISSP) exam. It explains what you need to know about the mechanisms you can use to exercise either a directing or restraining influence over the behavior, use, and con	2
	Telecommunications and Network Security (CISSP Security Professional - Course 2)	This course covers Domain 2 of the Certified Information Systems Security Professional (CISSP) exam. It explains what you need to know about the structures, transmissions methods, transport formats, and security measures used to provide integrity, availab	3
	Security Management and Practices (CISSP Security Professional - Course 3)	This course covers Domain 3 of the Certified Information Systems Security Professional (CISSP) exam. It explains what you need to know about identifying an organization's information assets, as well as the development, documentation, and implementation of	2
	Applications and Systems Development Security (CISSP Security Professional - Course 4)	This course covers Domain 4 of the Certified Information Systems Security Professional (CISSP) exam. It explains what you need to know about the security controls that are included within systems and applications software and the steps used in their devel	3
	Cryptography, Security Architecture, and Security Models (CISSP Security Professional - Course 5)	This course covers Domains 5 and 6 of the Certified Information Systems Security Professional (CISSP) exam. It explains what you need to know about the principles, means, and methods of disguising information to ensure its integrity, confidentiality, and	2

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	Operations Security (CISSP Security Professional - Course 6)	This course covers Domain 7 of the Certified Information Systems Security Professional (CISSP) exam. It explains what you need to know about identifying the hardware and media controls, as well as the operators with access privileges to any of these resou	2
CISSP Security Professional	Business Continuity and Disaster Recovery Planning (CISSP Security Professional - Course 7)	This course covers Domain 8 of the Certified Information Systems Security Professional (CISSP) exam. It explains what you need to know about preservation in the face of major disruptions to normal business operations. It covers both the preparation and te	2
	Law, Investigation, Ethics, and Physical Security (CISSP Security Professional - Course 8)	This course covers Domains 9 and 10 of the Certified Information Systems Security Professional (CISSP) exam. It explains what you need to know about computer crime laws and regulations, as well as the investigative measures and techniques which can be use	3
	Practice Exams (CISSP Security Professional - Course 9)	This course provides five practice exams for the Certified Information Systems Security Professional (CISSP) exam.	5
CIW Foundations 1D0-510	IT Job Roles (CIW Foundations 1D0-510 - Course 1)	This course teaches you about the different IT job roles associated with the creation, development, and management of an Internet Web site.	0.33
	Internet Access Infrastructure (CIW Foundations 1D0-510 - Course 2)	This course teaches you about the history of the Internet, client/server infrastructure, and the infrastructure required to access the Internet.	0.48
	Web Browsers (CIW Foundations 1D0-510 - Course 3)	This course teaches you about the functions and usage of Web browsers.	0.53
	Electronic Mail (CIW Foundations 1D0-510 - Course 4)	This course teaches you about different e-mail technologies and protocols used over the Internet.	0.43
	Networking and Internet Services (CIW Foundations 1D0-510 - Course 5)	This course teaches you about news clients, instant messaging, and other networking and Internet services.	0.37
	Communicating with Internet Technology (CIW Foundations 1D0-510 - Course 6)	This course teaches you about effective means of communicating with Internet technology.	0.2
	Web Browser Customizations (CIW Foundations 1D0-510 - Course 7)	This course teaches you how to identify and configure user customization features in Web browsers.	0.28
	Internet Client Security Issues (CIW Foundations 1D0-510 - Course 8)	This course teaches you how to protect Internet clients from viruses and other Internet-based attacks.	0.32
	Web Search Engines (CIW Foundations 1D0-510 - Course 9)	This course teaches you how to perform Web engine searches.	0.3

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	PIMs, File Transmissions, and Usage Issues (CIW Foundations 1D0-510 - Course 10)	This course teaches you about Internet file transmission issues, personal information management (PIM) issues, and legal and ethical issues surrounding the Internet.	0.33
CIW Foundations 1D0-510	Project Management Concepts (CIW Foundations 1D0-510 - Course 11)	This course teaches you about project management concepts as they relate to managing Internet-related projects.	0.33
	Database Concepts (CIW Foundations 1D0-510 - Course 12)	This course teaches you about database concepts and relational vs. non-relational databases.	0.17
	Web Page Creation (CIW Foundations 1D0-510 - Course 13)	This course teaches you about the history of markup languages and the relationship among HTML pages, hyperlinks, and the World Wide Web.	0.43
	HTML and Graphics (CIW Foundations 1D0-510 - Course 14)	This course teaches you how to add images and graphical formatting to HTML pages.	0.25
	Web Page Design and Color (CIW Foundations 1D0-510 - Course 15)	This course teaches you about design and color principles for Web pages.	0.18
	HTML User-Input Forms (CIW Foundations 1D0-510 - Course 16)	This course teaches you how to create HTML user-input forms.	0.27
	HTML Frames (CIW Foundations 1D0-510 - Course 17)	This course teaches you how to create and use frames on HTML pages.	0.22
	XML and Server-Side Programming Languages (CIW Foundations 1D0-510 - Course 18)	This course teaches you about XML's functionality and its relationship to other languages.	0.32
	Web Site Navigation and Accessibility (CIW Foundations 1D0-510 - Course 19)	This course teaches you about the concepts behind designing an easily accessible and navigable Web site.	0.25
	Cascading Style Sheets (CIW Foundations 1D0-510 - Course 20)	This course teaches you about the usage of cascading style sheets (CSS) in formatting the appearance of Web pages.	0.22
	Extensible Hypertext Markup Language (XHTML) (CIW Foundations 1D0-510 - Course 21)	This course teaches you how Extensible Hypertext Markup Language (XHTML) is used to create Web pages.	0.18
	Web Technologies (CIW Foundations 1D0-510 - Course 22)	This course teaches you about technologies that can enhance the user's Web experience.	0.18
	GUI HTML-Editing Software (CIW Foundations 1D0-510 - Course 23)	This course teaches you about the issues behind using graphically-oriented HTML editor to create Web pages.	0.2
	Web Site Performance Issues (CIW Foundations 1D0-510 - Course 24)	This course teaches you how to validate your Web documents and how to analyze your Web sites for performance.	0.2
	Web Site Planning (CIW Foundations 1D0-510 - Course 25)	This course teaches you about the Web site planning and development process.	0.17
Web Site Development and Maintenance (CIW Foundations 1D0-510 - Course 26)	This course teaches you about the issues involved with Web site development and maintenance.	0.2	

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CIW Foundations 1D0-510	Oral Web Site Presentations (CIW Foundations 1D0-510 - Course 27)	This course teaches you about the necessity for planning and delivering oral presentations when developing Web sites.	0.2
	E-Commerce Technologies (CIW Foundations 1D0-510 - Course 28)	This course teaches you how to define electronic commerce (e-commerce) and related concepts and technologies.	0.3
	Database Connectivity (CIW Foundations 1D0-510 - Course 29)	This course teaches you about the languages and technologies used to provide database connectivity to Web sites.	0.27
	Service Providers (CIW Foundations 1D0-510 - Course 30)	This course teaches you the benefits and drawbacks of running a Web server in-house versus contracting out to an Internet Service Provider or an Application Service Provider.	0.22
	End-User Experience / Site Creativity (CIW Foundations 1D0-510 - Course 31)	This course teaches you how to use custom site feature technologies to manage an end-user's experience and improve site creativity.	0.17
	Copyright and Ethical Issues (CIW Foundations 1D0-510 - Course 32)	This course teaches you about copyright and ethical issues related to creating Web pages.	0.15
	Basic Data Communications (CIW Foundations 1D0-510 - Course 33)	This course teaches you about the basics of Internet-related data communications.	0.23
	Networking Hardware (CIW Foundations 1D0-510 - Course 34)	This course teaches you about the different types of Internet hardware and software connection devices and their configuration.	0.42
	IP Addresses (CIW Foundations 1D0-510 - Course 35)	This course teaches you about the relationship between IP addresses and domain names, as well as the assignment of IP addresses within a subnet.	0.3
	Internet Servers (CIW Foundations 1D0-510 - Course 36)	This course teaches you about the functions and components of servers commonly used on the Internet.	0.38
	Client Performance Issues (CIW Foundations 1D0-510 - Course 37)	This course teaches you how to use troubleshooting tools to analyze and diagnose common performance issues affecting Internet clients.	0.23
	Network-Aware System Maintenance (CIW Foundations 1D0-510 - Course 38)	This course teaches you how to perform maintenance from a network and Internet perspective.	0.27
	Network-Based Client Operating Systems (CIW Foundations 1D0-510 - Course 39)	This course teaches you about the fundamental elements associated with the management of modern network-based client operating systems.	0.33
CIW Foundations 1D0-510	Wireless Networks (CIW Foundations 1D0-510 - Course 40)	This course teaches you how to configure and troubleshoot wireless networks.	0.22

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	Managing IT Careers (CIW Foundations 1D0-510 - Course 41)	This course teaches you about career goal, job search, and resume strategies associated with an Information Technology (IT) career.	0.2
CIW Security 1D0-470	Security Fundamentals (CIW Security 1D0-470 - Course 1)	This course covers basic security concepts and principles. It introduces the major elements that go into a security implementation, including encryption, authentication, access control lists, execution control lists, and auditing.	4
	Attack Types and Encryption (CIW Security 1D0-470 - Course 2)	This course provides a detailed introduction to the encryption process for e-mail and other Internet applications, including the interaction of symmetric, asymmetric (public key), and hash encryption, SSL, and S-HTTP. It also provides an introduction to s	4
	Protocol Layers and Security (CIW Security 1D0-470 - Course 3)	This course covers the basic models used to conceptualize network communications, including the TCP/IP and OSI reference models. It provides information on the protocols used at each layer of the model and how hackers commonly exploit network protocols. I	3
	Firewalls (CIW Security 1D0-470 - Course 4)	This course introduces users to firewall and VPN design. Basic firewall concepts are covered including bastion hosts, packet filters, screening routers, and proxies.	4
	Operating System Security (CIW Security 1D0-470 - Course 5)	This course introduces security issues that arise at the operating system level in a network. It covers the major areas of vulnerability for operating systems such as Windows 2000 and Linux. It shows how built-in security features can be activated, how to	5
	Assessing and Reducing Risk (CIW Security 1D0-470 - Course 6)	This course examines specific modifications to harden UNIX and Windows-based operating systems, including changes to the Windows Registry and UNIX rlogin, NIS, and NFS.	4
	Security Auditing (CIW Security 1D0-470 - Course 7)	This course provides basic information on security auditing concepts, methods, and applications. It covers several categories of auditing software, including DNS utilities, ping and port scanners, network discovery applications, and enterprise-grade vulne	3
	CIW Security 1D0-470	Auditing and the Control Phase (CIW Security 1D0-470 - Course 8)	This course examines each type of attack with respect to auditing. It covers the file locations used by root kits, as well as methods of penetration and the goals a hacker has during the control phase. It also covers illicit servers.

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	Attack Detection and Response (CIW Security 1D0-470 - Course 9)	This course provides information on how to detect, distract, and deter hacker activity, and suggests ways to create a security and response policy.	3
	Auditing and Log Analysis (CIW Security 1D0-470 - Course 10)	This course provides information on how to define a baseline of network performance for security auditing, analyze log files, create a network security assessment report, and suggest ways to improve compliance to a security policy.	4
Client/Server Technology for Managers	Client/Server Technology for Managers (Client/Server Technology for Managers - Course 1)	This course is an executive briefing on client/server technology. It provides a conceptual framework to help make decisions about client/server computing.	7
ColdFusion MX	Introduction and Installation (ColdFusion MX - Course 1)	This course provides an introduction to the interface and the new features of ColdFusion MX, as well as how to install and set up ColdFusion Server.	2
	Talking With the Database (ColdFusion MX - Course 2)	This course introduces the two basic ColdFusion tags used to query a database and display results. The user learns to use CFQUERY to perform queries and CFOUTPUT to display the results on a Web page. The user also learns to use standard SQL to perform bas	3
	Displaying Data (ColdFusion MX - Course 3)	This course provides an overview of form basics, validating form data, and submitting the form and saving the data. It also includes information on building dynamic pages by using query results to create charts and graphs.	3
	Programming and Application Framework (ColdFusion MX - Course 4)	This course covers programming elements including variable scoping and flow-control statements, which are key to building useful ColdFusion applications.	3
	Custom Tags and Building Blocks (ColdFusion MX - Course 5)	This course explains how to use ColdFusion custom tags and how to build custom tags. It introduces ColdFusion Components, built-in functions, and user-defined functions.	3
	Using E-mail, Complex Data Types, and FTP (ColdFusion MX - Course 6)	This course provides information on integrating e-mail into ColdFusion applications, using complex data types such as lists, arrays and structures, and managing directories and files using FTP.	4
	ColdFusion MX	Securing, Debugging, and Improving Application Performance (ColdFusion MX - Course 7)	This course provides information on securing your ColdFusion environment, isolating bugs and using built-in debugging tools, and improving the performance of your ColdFusion applications.
Using Flash, Java, and XML (ColdFusion MX - Course 8)		This course explains how to integrate ColdFusion with Flash, Java, and XML to create robust applications.	3

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	Integration and Understanding Fusebox and FLiP (ColdFusion MX - Course 9)	This course provides you with information on integrating your ColdFusion applications with other applications, designing better applications with the Fusebox framework, and using FLiP to streamline your design methodology.	2
	Functions, Tags, and Resources (ColdFusion MX - Course 10)	This course covers the wide variety of ColdFusion tags, functions, and resources, including ten different categories of functions, a dozen new tags, and the ample assortment of ColdFusion resource sites.	2
CompTIA A+ Depot Technician 220-604	Troubleshooting and Preventive Maintenance (CompTIA A+ Depot Technician 220-604 - Course 1)	This course addresses basic troubleshooting practices associated with hardware-related problems and basic preventive maintenance techniques for computer systems.	1
	Advanced PC Troubleshooting (CompTIA A+ Depot Technician 220-604 - Course 2)	This course addresses advanced troubleshooting practices associated with hardware-related problems.	1
	Portable Computer Fundamentals (CompTIA A+ Depot Technician 220-604 - Course 3)	This course addresses the fundamental principles of using laptops and portable devices. It also addresses installing, configuring, optimizing, and upgrading laptops and portable devices.	1
	Maintaining and Repairing Portable Computers (CompTIA A+ Depot Technician 220-604 - Course 4)	This course addresses identifying/using tools, basic diagnostic procedures, and troubleshooting techniques for laptops and portable devices. It also addresses performing preventative maintenance on laptops and portable devices.	1
	Printers and Scanners (CompTIA A+ Depot Technician 220-604 - Course 5)	This course addresses basic concepts regarding installation, configuration, optimization and upgrading of printers and scanners.	1
	Troubleshooting Printer Problems (CompTIA A+ Depot Technician 220-604 - Course 6)	This course addresses printer and scanner troubleshooting and preventive maintenance of printers and scanners.	1
CompTIA A+ Depot Technician 220-604	Security (CompTIA A+ Depot Technician 220-604 - Course 7)	This course covers the principles of security and the names, purposes, and characteristics of physical security devices and processes. It also addresses installing, configuring, optimizing, and upgrading security. Finally, it covers tools, diagnostic proc	1
	Safety and Environmental Issues (CompTIA A+ Depot Technician 220-604 - Course 8)	This course covers potential hazards and proper safety procedures, including power supply, display devices, and environment.	1
	Advanced PC Component Installations and Upgrades (CompTIA A+ Depot Technician 220-604 - Course 9)	This course covers installing, configuring, optimizing, and upgrading personal computer components.	1

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	Practice Exam 1 (CompTIA A+ Depot Technician 220-604 - Course 10)	This course presents questions that will help you prepare for the CompTIA A+ Depot Technician 220-604 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in cor	1
	Practice Exam 2 (CompTIA A+ Depot Technician 220-604 - Course 11)	This course presents questions that will help you prepare for the CompTIA A+ Depot Technician 220-604 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in cor	1
	Practice Exam 3 (CompTIA A+ Depot Technician 220-604 - Course 12)	This course presents questions that will help you prepare for the CompTIA A+ Depot Technician 220-604 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in cor	1
	Practice Exam 4 (CompTIA A+ Depot Technician 220-604 - Course 13)	This course presents questions that will help you prepare for the CompTIA A+ Depot Technician 220-604 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in cor	1
	Practice Exam 5 (CompTIA A+ Depot Technician 220-604 - Course 14)	This course presents questions that will help you prepare for the CompTIA A+ Depot Technician 220-604 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in cor	1
CompTIA A+ Depot Technician 220-604	Practice Exam 6 (CompTIA A+ Depot Technician 220-604 - Course 15)	This course presents questions that will help you prepare for the CompTIA A+ Depot Technician 220-604 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in cor	1
CompTIA A+ Essentials 220-601	Computer Components (CompTIA A+ Essentials 220-601 - Course 1)	This course provides information on computer components such as ports and cables, cooling systems, input and storage devices, and motherboard form factors. It also covers troubleshooting and preventive maintenance for computer components.	4
	Operating Systems (CompTIA A+ Essentials 220-601 - Course 2)	This course provides information on installing and upgrading operating systems. It also covers hardware compatibility, backing up data, and configuring Windows XP driver-signing options.	2

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	Diagnosing Problems (CompTIA A+ Essentials 220-601 - Course 3)	This course provides techniques and procedures for diagnosing problems with computers.	2
	Laptops and Portable Devices (CompTIA A+ Essentials 220-601 - Course 4)	This course demonstrates concepts and procedures related to the effective use and maintenance of laptops and portable devices.	2
	Printers and Scanners (CompTIA A+ Essentials 220-601 - Course 5)	This course demonstrates concepts and procedures related to the installing, configuring, and troubleshooting printers and scanners.	2
	Networks (CompTIA A+ Essentials 220-601 - Course 6)	This course identifies basic networking concepts. It discusses networking models, network technologies, and different network architectures. Troubleshooting network problems is also covered.	2
	Security (CompTIA A+ Essentials 220-601 - Course 7)	This course explains various procedures and techniques to configure and troubleshoot security settings to maximize the protection of confidential company information.	2
	Safety, Environment, and Customer Issues (CompTIA A+ Essentials 220-601 - Course 8)	This course describes the potential safety hazards involved in computer repair. It also explains how to provide good customer service.	2
	Practice Exam 1 (CompTIA A+ Essentials 220-601 - Course 9)	This course presents questions that will help you prepare for the CompTIA A+ Essentials 220-601 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct a	1
CompTIA A+ Essentials 220-601	Practice Exam 2 (CompTIA A+ Essentials 220-601 - Course 10)	This course presents questions that will help you prepare for the CompTIA A+ Essentials 220-601 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct a	1
	Practice Exam 3 (CompTIA A+ Essentials 220-601 - Course 11)	This course presents questions that will help you prepare for the CompTIA A+ Essentials 220-601 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct a	1
	Practice Exam 4 (CompTIA A+ Essentials 220-601 - Course 12)	This course presents questions that will help you prepare for the CompTIA A+ Essentials 220-601 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct a	1

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	Practice Exam 5 (CompTIA A+ Essentials 220-601 - Course 13)	This course presents questions that will help you prepare for the CompTIA A+ Essentials 220-601 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct a	1
	Practice Exam 6 (CompTIA A+ Essentials 220-601 - Course 14)	This course presents questions that will help you prepare for the CompTIA A+ Essentials 220-601 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct a	1
CompTIA A+ IT Technician 220-602	Installing and Configuring PC Components (CompTIA A+ IT Technician 220-602 - Course 1)	This course presents standard procedures for installing and removing typical Field-Replaceable Units, or FRUs.	1
	Troubleshooting and Preventive Maintenance (CompTIA A+ IT Technician 220-602 - Course 2)	This course addresses basic troubleshooting practices associated with hardware-related problems and basic preventive maintenance techniques for computer systems.	1
	Advanced PC Troubleshooting (CompTIA A+ IT Technician 220-602 - Course 3)	This course addresses advanced troubleshooting practices associated with hardware-related problems.	1
	Portable Computer Fundamentals (CompTIA A+ IT Technician 220-602 - Course 4)	This course addresses the fundamental principles of using laptops and portable devices. It also addresses installing, configuring, optimizing, and upgrading laptops and portable devices.	1
CompTIA A+ IT Technician 220-602	Maintaining and Repairing Portable Computers (CompTIA A+ IT Technician 220-602 - Course 5)	This course addresses identifying/using tools, basic diagnostic procedures, and troubleshooting techniques for laptops and portable devices. It also addresses performing preventative maintenance on laptops and portable devices.	1
	Major Windows Structures (CompTIA A+ IT Technician 220-602 - Course 6)	This course covers the names and purposes of major operating system components and files. It also covers the concepts and procedures for creating, viewing, and managing disks, directories, and files.	1
	Optimizing Operating Systems (CompTIA A+ IT Technician 220-602 - Course 7)	This course covers the names and purposes of major operating system components and files. It also covers the concepts and procedures for creating, viewing, and managing disks, directories, and files.	1
	Operating System Utilities (CompTIA A+ IT Technician 220-602 - Course 8)	This course covers the names and purposes of major operating system components and files. It also covers the concepts and procedures for creating, viewing, and managing disks, directories, and files.	1

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	Basic OS Troubleshooting and Maintenance (CompTIA A+ IT Technician 220-602 - Course 9)	This course addresses basic diagnostic tools and procedures used to troubleshoot and maintain operating system software.	1
	Printers and Scanners (CompTIA A+ IT Technician 220-602 - Course 10)	This course addresses basic concepts regarding installation, configuration, optimization and upgrading of printers and scanners.	1
	Troubleshooting Printer Problems (CompTIA A+ IT Technician 220-602 - Course 11)	This course addresses printer and scanner troubleshooting and preventive maintenance of printers and scanners.	1
	Wide Area Networking (CompTIA A+ IT Technician 220-602 - Course 12)	This course covers basic network protocols and terminologies and introduces concepts related to installing, configuring, optimizing, and upgrading networks. This course pertains to wide area networking situations.	1
	Network Troubleshooting (CompTIA A+ IT Technician 220-602 - Course 13)	This course covers diagnostic tools and procedures for troubleshooting network problems. It also covers preventative maintenance for networks.	1
	Security (CompTIA A+ IT Technician 220-602 - Course 14)	This course covers the principles of security and the names, purposes, and characteristics of physical security devices and processes. It also addresses installing, configuring, optimizing, and upgrading security. Finally, it covers tools, diagnostic proc	1
CompTIA A+ IT Technician 220-602	Safety and Environmental Issues (CompTIA A+ IT Technician 220-602 - Course 15)	This course covers potential hazards and proper safety procedures, including power supply, display devices, and environment.	1
	Professionalism and Communication (CompTIA A+ IT Technician 220-602 - Course 16)	This course addresses good communication skills, including listening, tact, and discretion, when communicating with customers and colleagues. It also covers job-related professional behavior, including notation of privacy, confidentiality, and respect for	1
	Practice Exam 1 (CompTIA A+ IT Technician 220-602 - Course 17)	This course presents questions that will help you prepare for the CompTIA A+ IT Technician 220-602 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correc	1
	Practice Exam 2 (CompTIA A+ IT Technician 220-602 - Course 18)	This course presents questions that will help you prepare for the CompTIA A+ IT Technician 220-602 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correc	1

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Practice Exam 3 (CompTIA A+ IT Technician 220-602 - Course 19)	This course presents questions that will help you prepare for the CompTIA A+ IT Technician 220-602 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correc	1	
Practice Exam 4 (CompTIA A+ IT Technician 220-602 - Course 20)	This course presents questions that will help you prepare for the CompTIA A+ IT Technician 220-602 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correc	1	
Practice Exam 5 (CompTIA A+ IT Technician 220-602 - Course 21)	This course presents questions that will help you prepare for the CompTIA A+ IT Technician 220-602 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correc	1	
CompTIA A+ Remote Support Technician 220-603	CompTIA A+ Remote Support Technician 220-603	This course presents standard procedures for installing and removing typical Field-Replaceable Units, or FRUs.	1
CompTIA A+ Remote Support Technician 220-603	Troubleshooting and Preventive Maintenance (CompTIA A+ Remote Support Technician 220-603 - Course 2)	This course addresses basic troubleshooting practices associated with hardware-related problems and basic preventive maintenance techniques for computer systems.	1
	Advanced PC Troubleshooting (CompTIA A+ Remote Support Technician 220-603 - Course 3)	This course addresses advanced troubleshooting practices associated with hardware-related problems.	1
	Major Windows Structures (CompTIA A+ Remote Support Technician 220-603 - Course 4)	This course covers the names and purposes of major operating system components and files. It also covers the concepts and procedures for creating, viewing, and managing disks, directories, and files.	1
	Optimizing Operating Systems (CompTIA A+ Remote Support Technician 220-603 - Course 5)	This course covers the names and purposes of major operating system components and files. It also covers the concepts and procedures for creating, viewing, and managing disks, directories, and files.	1
	Operating System Utilities (CompTIA A+ Remote Support Technician 220-603 - Course 6)	This course covers the names and purposes of major operating system components and files. It also covers the concepts and procedures for creating, viewing, and managing disks, directories, and files.	1
	Basic OS Troubleshooting and Maintenance (CompTIA A+ Remote Support Technician 220-603 - Course 7)	This course addresses basic diagnostic tools and procedures used to troubleshoot and maintain operating system software.	1

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	Printers and Scanners (CompTIA A+ Remote Support Technician 220-603 - Course 8)	This course addresses basic concepts regarding installation, configuration, optimization and upgrading of printers and scanners.	1
	Troubleshooting Printer Problems (CompTIA A+ Remote Support Technician 220-603 - Course 9)	This course addresses printer and scanner troubleshooting and preventive maintenance of printers and scanners.	1
	Installing Local Area Networks (CompTIA A+ Remote Support Technician 220-603 - Course 10)	This course addresses standard practices used for the installation and configuration of local area networks.	1
	Wide Area Networking (CompTIA A+ Remote Support Technician 220-603 - Course 11)	This course covers basic network protocols and terminologies and introduces concepts related to installing, configuring, optimizing, and upgrading networks. This course pertains to wide area networking situations.	1
	Network Troubleshooting (CompTIA A+ Remote Support Technician 220-603 - Course 12)	This course covers diagnostic tools and procedures for troubleshooting network problems. It also covers preventative maintenance for networks.	1
CompTIA A+ Remote Support Technician 220-603	Security (CompTIA A+ Remote Support Technician 220-603 - Course 13)	This course covers the principles of security and the names, purposes, and characteristics of physical security devices and processes. It also addresses installing, configuring, optimizing, and upgrading security. Finally, it covers tools, diagnostic proc	1
	Professionalism and Communication (CompTIA A+ Remote Support Technician 220-603 - Course 14)	This course addresses good communication skills, including listening, tact, and discretion, when communicating with customers and colleagues. It also covers job-related professional behavior, including notation of privacy, confidentiality, and respect for	1
	Practice Exam 1 (CompTIA A+ Remote Support Technician 220-603 - Course 15)	This course presents questions that will help you prepare for the CompTIA A+ Remote Support Technician 220-603 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look f	1
	Practice Exam 2 (CompTIA A+ Remote Support Technician 220-603 - Course 16)	This course presents questions that will help you prepare for the CompTIA A+ Remote Support Technician 220-603 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look f	1
	Practice Exam 3 (CompTIA A+ Remote Support Technician 220-603 - Course 17)	This course presents questions that will help you prepare for the CompTIA A+ Remote Support Technician 220-603 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look f	1

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	Practice Exam 4 (CompTIA A+ Remote Support Technician 220-603 - Course 18)	This course presents questions that will help you prepare for the CompTIA A+ Remote Support Technician 220-603 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look f	1
	Practice Exam 5 (CompTIA A+ Remote Support Technician 220-603 - Course 19)	This course presents questions that will help you prepare for the CompTIA A+ Remote Support Technician 220-603 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look f	1
CompTIA A+ Remote Support Technician 220-603	Practice Exam 6 (CompTIA A+ Remote Support Technician 220-603 - Course 20)	This course presents questions that will help you prepare for the CompTIA A+ Remote Support Technician 220-603 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look f	1
CompTIA Network+ 2005 (N10-003)	Network Fundamentals and Operating Systems (CompTIA Network+ 2005 (N10-003) - Course 1)	This course provides an overview of the fundamentals of networking and basic capabilities of network operating systems. After taking this course, learners will understand basic networking concepts and familiarize themselves with various operating systems.	5
	Network Media (CompTIA Network+ 2005 (N10-003) - Course 2)	This course provides an overview of cabling, connectors, and common tools of the trade. It shows learners how cables and connectors are used to physically connect network devices.	3
	Network Devices (CompTIA Network+ 2005 (N10-003) - Course 3)	This course shows learners the purpose, features and functions of various network components. This gives learners an understanding of the functionality of common network devices.	3
	Wireless Technologies (CompTIA Network+ 2005 (N10-003) - Course 4)	This course shows learners the fundamental differences between wireless and cabled networking, and the benefits of wireless technology. Learners will get an overview of the various characteristics and factors involved with wireless technology.	4
	The OSI Model (CompTIA Network+ 2005 (N10-003) - Course 5)	This course provides an overview of the OSI model and other networking models, used to design networks. Learners will gain an understanding of the foundations of networking.	3

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	TCP/IP Fundamentals (CompTIA Network+ 2005 (N10-003) - Course 6)	This course provides an overview of the TCP/IP protocols and how they are used in relation to the seven layers of the OSI model. After taking this course, learners will understand the protocols used in the network communications process.	5
	TCP/IP Configuration and Utilities (CompTIA Network+ 2005 (N10-003) - Course 7)	This course provides further overview of TCP/IP in terms of routing, addressing schemes, interoperability, and naming conventions. Learners will understand the logical communication structure needed to send and receive data.	2
CompTIA Network+ 2005 (N10-003)	Network and Remote Access Service (CompTIA Network+ 2005 (N10-003) - Course 8)	This course provides an introduction to WAN (Wide Area Network) Standards and Security Protocols, which are used often in large production environment. Learners will become familiar with the speeds, capacities and types of media used for each WAN technol	3
	Network Infrastructure and Security (CompTIA Network+ 2005 (N10-003) - Course 9)	This course explains what learners need to know about network infrastructure and takes a look at advanced network components. It shows learners different technologies that can be used to protect and enhance the security of a network.	3
	Fault Management and Disaster Recovery (CompTIA Network+ 2005 (N10-003) - Course 10)	This course shows learners how to use fault tolerance and disaster recovery to minimize the impact of single points of failure and potential threats. This benefits the learner by showing him how to deal with system failure or disastrous incident.	2
	Troubleshooting (CompTIA Network+ 2005 (N10-003) - Course 11)	This course shows learners how to use network utility and visual indicators to diagnose network problems. This benefits the learner by teaching him how to effectively troubleshoot a network.	5
CompTIA Security+ 2008 (SY0-201)	CompTIA Security+ 2008 (SY0-201): 1 General Security Concepts	This course explains how the various aspects of computer security relate to your job as a security professional.	3
	CompTIA Security+ 2008 (SY0-201): 2 Identifying Potential Risks	This course provides an overview of how to identify and deal with general security risks associated with networking.	3
	CompTIA Security+ 2008 (SY0-201): 3 Working with Infrastructure and Connectivity	This course explains how to protect a network infrastructure (the workstations, servers, cables, connections, and protocols) that make up your computer system.	3
	CompTIA Security+ 2008 (SY0-201): 4 Monitoring Activity and Detecting Intrusions	This course provides techniques you can use to monitor activity on your system. It also covers how to detect intrusions and what steps your should take if your system has been attacked.	3

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	CompTIA Security+ 2008 (SY0-201): 5 Implementing a Secure Network	This course explains how to implement a variety of protocols to secure a network. It also covers strategies for keeping your network and system security software up-to-date.	3
	CompTIA Security+ 2008 (SY0-201): 6 Securing the Network and the Environment	This course explains how to develop policies, standards, and guidelines that will help you to keep your network secure.	2
CompTIA Security+ 2008 (SY0-201)	CompTIA Security+ 2008 (SY0-201): 7 Cryptography Methods and Standards	This course provides an overview of how to conceal information using cryptography.	3
	CompTIA Security+ 2008 (SY0-201): 8 Security Policies and Procedures	This course explains the processes, policies, and methods that an organization can follow to minimize the impact of a system, network, or component failure.	3
	CompTIA Security+ 2008 (SY0-201): 9 Security Administration	This course explains how to establish and maintain effective security management.	2
	CompTIA Security+ 2008 (SY0-201):10 Practice Exam 1	This course presents questions that will help you prepare for the CompTIA Security+ SY0-201 exam.	1
	CompTIA Security+ 2008 (SY0-201):11 Practice Exam 2	This course presents questions that will help you prepare for the CompTIA Security+ SY0-201 exam.	1
	CompTIA Security+ 2008 (SY0-201):12 Practice Exam 3	This course presents questions that will help you prepare for the CompTIA Security+ SY0-201 exam.	1
	CompTIA Security+ 2008 (SY0-201):13 Practice Exam 4	This course presents questions that will help you prepare for the CompTIA Security+ SY0-201 exam.	1
	CompTIA Security+ 2008 (SY0-201):14 Practice Exam 5	This course presents questions that will help you prepare for the CompTIA Security+ SY0-201 exam.	1
	CompTIA Security+ 2008 (SY0-201):15 Practice Exam 6	This course presents questions that will help you prepare for the CompTIA Security+ SY0-201 exam.	1
	CompTIA Security+ 2008 (SY0-201):16 Practice Exam 7	This course presents questions that will help you prepare for the CompTIA Security+ SY0-201 exam.	1
	CompTIA Security+ 2008 (SY0-201):17 Practice Exam 8	This course presents questions that will help you prepare for the CompTIA Security+ SY0-201 exam.	1
CompTIA Security+ SY0-101	Exam Basics (CompTIA Security+ SY0-101 - Course 1)	This course provides an overview of Security+ certification and various exam preparation tips. Also included is a synopsis of the OSI reference model and some fundamental network and security concepts.	3
	General Security Concepts (CompTIA Security+ SY0-101 - Course 2)	This course provides an overview of access control, including identification, authentication, authorization, and accountability. Unauthorized access is also covered, from hacker attacks to malicious code.	2

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	Remote Access and Wireless LANs (CompTIA Security+ SY0-101 - Course 3)	This course provides an overview of remote access vulnerabilities, security methods, and technologies. Wireless LANs and their protocols, standards, and weaknesses are also covered.	2
CompTIA Security+ SY0-101	E-Mail, Internet, and File Security (CompTIA Security+ SY0-101 - Course 4)	This course provides an overview of the different standards and applications available for secure e-mail and Internet use. You'll learn about several vulnerabilities and nuisances, including virus hoaxes and spam. Some of the common file transfer protocol	3
	Infrastructure Security (CompTIA Security+ SY0-101 - Course 5)	This course provides an overview of infrastructure security in terms of devices and media as well as security topologies. Network Address Translation and security zones are also covered.	3
	Security Baselines (CompTIA Security+ SY0-101 - Course 6)	This course provides an overview of the basic principles for the proper hardening of a system. It also covers various hardening principles that apply to computer systems, network devices, applications, and database and directory services.	2
	Cryptography (CompTIA Security+ SY0-101 - Course 7)	This course provides an overview of cryptography basics, symmetric and asymmetric key cryptography, and digital certificates. Public Key Infrastructure (PKI), trust models, and key management are also covered.	2
	Operational Security (CompTIA Security+ SY0-101 - Course 8)	This course provides an overview of physical security, including common threats, planning a secure facility, and four types of physical security controls. Ways to increase system reliability are also covered, from backup and recovery to high availability	3
	Organizational Security (CompTIA Security+ SY0-101 - Course 9)	This course provides an overview of general security policies and practices that should be considered and implemented for a successful information security program within an organization. It also covers topics related to a computer crime investigation.	3
	Practice Exam (CompTIA Security+ SY0-101 - Course 10)	This course provides exam preparation tips and guidelines for the CompTIA Security+ Certification Exam SY0-101. Also included is a practice exam, consisting of 50 questions that are similar to those on the actual CompTIA exam.	1
	CompTIA Server+ 2005 (SK0-002)	Server Basics (CompTIA Server+ 2005 (SK0-002) - Course 1)	This course provides you with the basics of server technology. You will examine the different types of servers and network architectures.

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CompTIA Server+ 2005 (SK0-002)	Server Availability (CompTIA Server+ 2005 (SK0-002) - Course 2)	This course provides you with a basic understanding of clustering, scalability, high availability, fault tolerance, and failover.	2
	Multiprocessing and Server Memory (CompTIA Server+ 2005 (SK0-002) - Course 3)	This course provides information about multiprocessors, multiprocessing systems and memory types that you will encounter on the CompTIA Server+ 2005 (SK0-002) Exam.	3
	Server Bus Architecture (CompTIA Server+ 2005 (SK0-002) - Course 4)	This course provides you with a basic understanding of server bus architecture and various hardware technologies used to manage and maintain a server's up time.	3
	SCSI Systems (CompTIA Server+ 2005 (SK0-002) - Course 5)	This course provides information about the SCSI standard, including the development of the standard, the types of SCSI connections, and the cables to use. You will also learn about SCSI addressing, terminations, and how the SCSI standard is used over the	2
	IDE/ATA and RAID Systems (CompTIA Server+ 2005 (SK0-002) - Course 6)	This course provides you with a basic understanding of the various interface standards and RAID systems.	2
	Advanced Storage Arrays (CompTIA Server+ 2005 (SK0-002) - Course 7)	This course provides information about Fibre Channel standards, as well as how they are used and properly implemented.	2
	Installing Hardware (CompTIA Server+ 2005 (SK0-002) - Course 8)	This course provides you with a basic understanding of installation planning, hardware and server installation, and network protocols and infrastructure.	3
	Server Management and Configuration (CompTIA Server+ 2005 (SK0-002) - Course 9)	This course provides information about proper network and storage server management and configuration, as administered by the network administrator or server manager. It also discusses storage virtualization methods, preplanning and planning of network op	3
	Preparing the Server for Service (CompTIA Server+ 2005 (SK0-002) - Course 10)	This course provides information about the installation of system service tools, backup software, system monitoring agents, and event logs. It also discusses server baselines, creating server configuration documentation, and implementing the server manage	4
	Upgrading the Basic System (CompTIA Server+ 2005 (SK0-002) - Course 11)	This course provides you with a detailed understanding of basic system upgrades and the elements that accompany them. These include scheduling, documenting, and installing.	3
	CompTIA Server+ 2005 (SK0-002)	Adapters, Peripherals, Monitoring Agents and Service Tools (CompTIA Server+ 2005 (SK0-002) - Course 12)	This course provides information on adapters, peripherals, monitoring agents, and service tools, and what you need to know about them for the CompTIA Server+ exam.

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	Maintenance and Environmental Issues (CompTIA Server+ 2005 (SK0-002) - Course 13)	This course provides you with a basic understanding of server backups and physical security issues.	3
	Server Problem Determination (CompTIA Server+ 2005 (SK0-002) - Course 14)	This course explains how to use diagnostic hardware tools and utilities to evaluate problems with the server.	3
	Troubleshooting (CompTIA Server+ 2005 (SK0-002) - Course 15)	This course provides you with a basic understanding of various system bottlenecks and resource demands.	2
	Disaster Recovery (CompTIA Server+ 2005 (SK0-002) - Course 16)	This course provides information about disaster recovery as it applies to the Server+ exam.	3
	Practice Exam (CompTIA Server+ 2005 (SK0-002) - Course 17)	This course provides information about preparing to take the CompTIA Server+ 2005 (SK0-002) Exam. It also includes two 80-question practice exams.	3
Data Warehousing	Concepts (Data Warehousing - Course 1)	This course provides an overview of data warehousing concepts, including their use, components, and structures.	2
	Management (Data Warehousing - Course 2)	This course provides an introduction to designing, building, and maintaining a data warehouse.	3
DB2 Universal Database	Features of DB2 (DB2 Universal Database - Course 1)	This course provides an overview of various DB2 products and the basic and major features of DB2. This course helps the learner decide which DB2 product fits a specific need.	3
	Installing and Configuring DB2 (DB2 Universal Database - Course 2)	This course shows learners how to install and configure DB2, as well as how to decide which installation is right for their situation.	2
	DB2 Instances, Server Communications, and Clients (DB2 Universal Database - Course 3)	This course shows learners how to view or change protocol information associated with DB2 server instances, and how to install DB2 clients.	5
	Data Security and Database Creation (DB2 Universal Database - Course 4)	This course shows learners how to control access to data and how to create a database. It also provides best practices for safeguarding data.	3
	Creating Table Spaces and Accessing Data (DB2 Universal Database - Course 5)	This course shows learners how to create table spaces to store data and how to access data in DB2 databases. After taking this course, the learner will understand several methods of storing data.	4
DB2 Universal Database	SQL and Design Considerations (DB2 Universal Database - Course 6)	This course explains how to use SQL, which is the language of relational databases, and what to consider when designing applications or databases. In the course, the learner will study the various SQL statements used to access data.	4

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	System Tools and Recovery Concepts (DB2 Universal Database - Course 7)	This course shows learners how to use several DB2 tools to administer databases and rebuild them through the process of recovery. This prepares learners to perform important system administration tasks.	3
	Moving and Replicating Data (DB2 Universal Database - Course 8)	This course covers methods of moving data in and out of a DB2 database and propagating data from a source database to a target database through replication. After taking this course, learners will be better prepared to decide which utility to use when ma	3
	Monitoring DB2 Performance (DB2 Universal Database - Course 9)	This course shows learners how to use various tools to monitor and tune the performance of a database to get optimal performance.	5
Dreamweaver 8	New Design Tools (Dreamweaver 8 - Course 1)	This course provides information on the new design features added to Dreamweaver with the release of version 8 of the program.	2
	New Application Development Features (Dreamweaver 8 - Course 2)	This course provides information on the new application development features added to Dreamweaver with the release of version 8 of the program.	2
Dreamweaver MX	Introduction (Dreamweaver MX - Course 1)	This course provides an introduction to the interface and the new features of Dreamweaver MX.	3
	Setting Up a Web Site (Dreamweaver MX - Course 2)	This course shows users how to define a new Web site or import an existing site, create new pages, apply basic formatting to text, place images, and set links. It also describes how to set up Web access and put a site online.	4
	Designing the Site (Dreamweaver MX - Course 3)	This course explains Web site management and structure, the principles of good site design, and how to use the features of Dreamweaver MX to work with a team of designers. Specific procedures for using templates, Library items, Tracing Images, and the Qui	6
Dreamweaver MX	Adding Graphics (Dreamweaver MX - Course 4)	This course provides an introduction to Web graphics and shows users how to integrate graphic elements on a Web page. It also includes tips and strategies for creating Web graphics and for finding or buying images that are already optimized for the Web.	2
	Tables (Dreamweaver MX - Course 5)	This course explains how to use HTML tables to create complex page layouts that work in the most common Web browsers. A highlight of this course is the Dreamweaver MX Table Layout View, which makes it easy to create complex Web designs.	3

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	Frames (Dreamweaver MX - Course 6)	This course provides information on HTML framesets: when to use them, when to avoid them, and step-by-step instructions for creating them using Dreamweaver MX.	3
	Styles and CSS (Dreamweaver MX - Course 7)	This course provides an overview of Cascading Style Sheets: how they work and how they can save development time. Also included are descriptions of all of the styles available in Dreamweaver and instructions for creating and applying styles.	3
	Dynamic HTML (Dreamweaver MX - Course 8)	This course explains the features of Dynamic HTML, such as layers and behaviors, which allow precise design control and new levels of interactivity. It also introduces extensions and shows how to locate, download, and install them.	4
	Advanced DHTML (Dreamweaver MX - Course 9)	This course introduces the Dreamweaver MX timeline, and shows users how to create animations and even more complex designs with DHTML.	3
	Multimedia Integration (Dreamweaver MX - Course 10)	This course provides an introduction to Fireworks, the Macromedia image program for the Web, and shows how to take advantage of the Dreamweaver/Fireworks integration to create complex images. This course also demonstrates how to use Dreamweaver to link a	4
	Dynamic Web Sites (Dreamweaver MX - Course 11)	This course helps the user understand how database-driven Web sites work and why they have become so important on the Web. It also shows how to add dynamic content to a Web site, define data sources, and display recordsets.	3
Dreamweaver MX 2004	Forms and Interactivity (Dreamweaver MX - Course 12)	This course explains HTML forms and how to use Dreamweaver to add interactive elements, such as search engines, online discussion areas, and e-commerce systems, to a Web site. Other topics include how to build master pages, create pages to search database	4
	Interface and Web Page Creation Basics (Dreamweaver MX 2004 - Course 1)	This course provides an overview of the Dreamweaver interface and basic concepts related to Web page creation.	3
	Project Planning, Link Creation, and HTML Editing (Dreamweaver MX 2004 - Course 2)	This course provides information on creating and defining Web sites, creating hyperlinks and named anchors, and editing HTML code.	4
	Images, Image Maps, and Assets (Dreamweaver MX 2004 - Course 3)	This course provides information about images, image maps, and the Assets panel in Dreamweaver MX.	3

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	Tables, Frames, and Framesets (Dreamweaver MX 2004 - Course 4)	This course provides information on creating and modifying tables as well as adding, sorting, exporting, and importing table data. It also explains how to build and use frames and framesets.	4
	Dynamic HTML (Dreamweaver MX 2004 - Course 5)	This course provides information about inserting and modifying layers, including changing their stacking order and visibility settings. It also describes how to create and apply the three types of CSS styles: classes, redefined HTML tags, and advanced sty	3
	Advanced Behaviors and Forms (Dreamweaver MX 2004 - Course 6)	This course shows learners how to use advanced features and behaviors. It also explains how to create forms and process form data.	4
	Uploading Projects and Working with Templates (Dreamweaver MX 2004 - Course 7)	This course provides information on establishing a remote server connection, specifying the appropriate file transfer method, and moving files between a local and remote server. It also explains how to create templates from existing Web pages or from scra	2
Dynamic HTML	DHTML and Style Sheets (Dynamic HTML - Course 1)	This course introduces users to Dynamic HTML and shows students how to use style sheets to define the format of Web pages.	4
	Using Javascript (Dynamic HTML - Course 2)	This course shows users how to use JavaScript for work with Dynamic HTML.	2
	Objects and Events (Dynamic HTML - Course 3)	This course explains the Dynamic HTML object model and how objects and events are used to interact with users.	3
Dynamic HTML	Styles and Content (Dynamic HTML - Course 4)	This course introduces students to style sheets and content formatting.	5
	Data From Other Sources (Dynamic HTML - Course 5)	This course introduces users to binding data from other sources to Web pages using DHTML and Data Source Objects. The course focuses on the Tabular Data Control, which dynamically displays data from text files.	4
Exchange 2000 Administration MCSE 70-224	Installation and Coexistence (Exchange 2000 Administration MCSE 70-224 - Course 1)	This course will teach users how to install Exchange 2000 and integrate it with their present systems.	3
	Creating and Managing Recipient Objects (Exchange 2000 Administration MCSE 70-224 - Course 2)	This course will teach users how to create and manage recipient objects in Exchange 2000.	3
	Creating and Managing Groups and Connectors (Exchange 2000 Administration MCSE 70-224 - Course 3)	This course will teach users how to configure the administrative groups and routing groups that organize servers for fast, reliable message transfer.	4

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	Deploying Instant Messaging (Exchange 2000 Administration MCSE 70-224 - Course 4)	This course will teach users how to install Exchange 2000 and integrate it with their present systems.	2
	Administering the Chat Service (Exchange 2000 Administration MCSE 70-224 - Course 5)	This course will teach users how to install and configure Exchange 2000 Chat Service.	2
	Working with Clients (Exchange 2000 Administration MCSE 70-224 - Course 6)	This course will teach you how to choose protocols for your Exchange 2000 system, create and configure virtual servers, and troubleshoot Exchange 2000.	2
	Using Public Folders (Exchange 2000 Administration MCSE 70-224 - Course 7)	This course will teach users how to install Exchange 2000 and integrate it with their present systems.	3
	Security and Performance (Exchange 2000 Administration MCSE 70-224 - Course 8)	This course will teach you how to use the advanced security features of Exchange 2000, as well as how to monitor your system using the tools provided by Windows 2000 and Exchange 2000.	3
	Backing up Data (Exchange 2000 Administration MCSE 70-224 - Course 9)	This course will teach users how to backup and restore Exchange 2000 using the updated backup utility that comes with Exchange 2000.	2
Flash 8	What's New to Basic (Flash 8 - Course 1)	Macromedia Flash 8 Basic provides the core functionality needed to design simple motion graphics and interactive features. This course explains the new and upgraded features in this version of Flash.	4
Flash 8	What's New to Professional (Flash 8 - Course 2)	Macromedia Flash 8 Professional is an advanced authoring environment for creating interactive websites, digital experiences and mobile content. This course provides information about the new and upgraded features found in this version of Flash.	3
Flash MX	Flash Overview (Flash MX - Course 1)	This course introduces what is new in Flash MX, explains what Flash does as a media animation tool, and shows how to use its drawing tools.	5
	Animation (Flash MX - Course 2)	This course shows how to orchestrate the dynamic elements of objects in Flash, including tweening and using various frames.	4
	Text and Forms (Flash MX - Course 3)	This course shows how to transform text into graphics and animated objects.	3
	Coordinated Animations (Flash MX - Course 4)	This course shows how to develop rich animations by integrating layers, scenes, and timelines.	3
	Sound and Music (Flash MX - Course 5)	This course shows how to use sound and music along with animation to create a movie.	3

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Flash MX 2004	Using the Interface and Importing Graphics (Flash MX 2004 - Course 1)	After taking this course, the learner will be able to navigate the Flash MX 2004 interface and use Flash panels, Libraries, and Timelines. Basic principles of document properties, file types, and graphic importation and conversion will lay the groundwork	3
	Drawing, Painting, and Using the Library (Flash MX 2004 - Course 2)	This course teaches learners to draw, paint, and use the Library in Flash MX 2004, as well as to create and modify text.	4
	Creating Animations (Flash MX 2004 - Course 3)	This course provides an overview of the components of animation as well as techniques and tips for creating and enhancing frame-by-frame animation. This allows the learner to practice basic animation skills before progressing to more advanced animation te	3
	Using Shape Tween and Timeline Effects (Flash MX 2004 - Course 4)	After taking this course, learners will be able to create shape tweens and use Timeline effects in Flash MX 2004, allowing them to animate and modify shapes. This course also provides an overview of the use of commands and recording a series of steps.	3
Flash MX 2004 ActionScript 2.0	Using Sound and Layers (Flash MX 2004 - Course 5)	After taking this course learners will be able to incorporate audio into Flash MX 2004 animations to create effective sound effects with the least possible increase in file size. In addition, the learner will explore working with multiple layers and layer	4
	Adding Symbols and Buttons (Flash MX 2004 - Course 6)	After taking this course, learners will be able to create interactive pages using movie clips, graphic symbols, and buttons in Flash MX 2004, allowing them to create more engaging, interactive animations.	3
	ActionScript, Behaviors, and Publishing (Flash MX 2004 - Course 7)	This course shows learners how control Flash MX 2004 movies using ActionScript. It also covers a variety of techniques for publishing movies, as well as the pros and cons of each method.	4
	Object-Oriented Programming (Flash MX 2004 ActionScript 2.0 - Course 1)	This course provides an introduction to ActionScript 2.0 and the specifics of building classes.	3
	Properties and Methods (Flash MX 2004 ActionScript 2.0 - Course 2)	This course provides a deeper understanding of what a property is and how properties are used within the context of objects. It explores the differences between ActionScript 2.0 functions and methods, methods that return datatypes, and creating methods wi	2

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	Implementing Inheritance and Interfaces (Flash MX 2004 ActionScript 2.0 - Course 3)	This course provides an introduction to ActionScript 2.0 addressing inheritance and interfaces.	2
	Inter-Object Communications (Flash MX 2004 ActionScript 2.0 - Course 4)	This course discusses how objects communicate with each other using messages and events.	2
	Building User Interface Components (Flash MX 2004 ActionScript 2.0 - Course 5)	This course provides an introduction to Building ActionScript 2.0 User Interface Components.	2
Flash MX ActionScript	Getting Started (Flash MX ActionScript - Course 1)	This course introduces users to the ActionScript programming language and explains how Flash MX uses ActionScript to control objects within Flash MX files. This course explains how to create and publish an ActionScript movie, how to add actions to a movie	5
	Directing and Managing Movies (Flash MX ActionScript - Course 2)	This course explains how to use ActionScript to manage the flow of a Flash MX movie file by advancing and stopping a movie at a particular frame or scene, and by creating loops.	4
Flash MX ActionScript	Using Variables, Properties, and Functions (Flash MX ActionScript - Course 3)	This course explains how to create variables in ActionScript that collect and display data. This course explains how to use ActionScript to create and store data in an array and to retrieve and display data from an array. The course also explains how to c	7
	Creating Objects and Interactive Elements (Flash MX ActionScript - Course 4)	This course explains how to create and modify ActionScript objects that retrieve time and date information, transform colors, and control sounds within a Flash MX movie clip. This course also explains how to use ActionScript to program a movie clip, load	4
	Working with Text, Buttons, and Menus (Flash MX ActionScript - Course 5)	This course explains how to use ActionScript to create and manipulate dynamic text within a Flash MX movie. This course also explains how to use ActionScript to create interactive buttons, drag-and-drop objects, and interactive menus.	5
	Statements, Expressions, and Testing (Flash MX ActionScript - Course 6)	This course explains how to use ActionScript to create conditional statements that evaluate parameters within a Flash FX movie. This course explains how to use ActionScript to create and evaluate logical operators, string expressions, and mathematical exp	4

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	Adding Advanced Features (Flash MX ActionScript - Course 7)	This course explains how to use ActionScript to create advanced interactive elements such as animated buttons, multi-state rollover buttons, custom cursors, scrolling text blocks, and On When Pressed buttons. This course explains how to use ActionScript t	4
	Finishing Touches (Flash MX ActionScript - Course 8)	This course explains how to use ActionScript to incorporate complex multimedia elements in Flash MX movies such as a jukebox, a stereo sound controller, pop-up menus, and mouse chasers. This course explains how to combine arrays, variables, graphics, and	3
FOCUS	Getting Started (FOCUS - Course 1)	This course provides an introduction to the FOCUS environment and its features and terminology.	3
	Working with FOCUS (FOCUS - Course 2)	This course shows users how to work in FOCUS using TED.	2
	Basic Report Preparation (FOCUS - Course 3)	This course This course is for anyone who is interested in learning about basic report preparation using FOCUS.	3
	Creating Simple Reports (FOCUS - Course 4)	This course shows users how to use FOCUS to create simple reports.	4
FOCUS	Creating Complex Reports (FOCUS - Course 5)	This course shows users how to use various techniques to create sophisticated reports with FOCUS.	3
	Additional Reporting Techniques (FOCUS - Course 6)	This course explains what you need to know in order to perform additional reporting techniques.	3
	Fundamentals of Graphs (FOCUS - Course 7)	This course provides an introduction to graphing concepts and techniques used in FOCUS.	2
	Advanced Graph Topics (FOCUS - Course 8)	This course explains how to create and format graphs for presentation on various types of platforms.	2
	Data Manipulation for Reporting (FOCUS - Course 9)	This course explains how to create and format graphs for presentation on various types of platforms.	3
	Advanced Screening Techniques (FOCUS - Course 10)	This course explains how to create and format graphs for presentation on various types of platforms.	3
	Creating File Definitions (FOCUS - Course 11)	This course explains how to create and format graphs for presentation on various types of platforms.	2
	Adjusting File Definitions (FOCUS - Course 12)	This course shows users how to adjust file definitions in FOCUS.	3
	Accessing External Files (FOCUS - Course 13)	This course shows users how to describe external files to FOCUS.	2
	Basic MODIFY Requests (FOCUS - Course 14)	This course provides an overview of the basic MODIFY requests in FOCUS.	3
	Segment Modification (FOCUS - Course 15)	This course provides further instruction in maintaining and understanding files and databases in FOCUS.	2

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	Complex MODIFY Requests (FOCUS - Course 16)	This course provides an overview of the use of FOCUS and how to use it to perform complex MODIFY Requests.	2
	Additional File Maintenance (FOCUS - Course 17)	This course provides further instruction in maintaining and understanding files and databases in FOCUS.	3
	Dialogue Manager and FIDEL (FOCUS - Course 18)	This course provides an advanced look at the Dialogue Manager and FIDEL features found in FOCUS.	3
	More Features of FIDEL (FOCUS - Course 19)	This course provides an overview of the additional features of FIDEL and how FIDEL is used with MODIFY and Dialogue Manager.	3
	MAINTAIN Facility (FOCUS - Course 20)	This course explains how to use the FOCUS MAINTAIN facility to maintain FOCUS files.	2
	Completing a MAINTAIN Application (FOCUS - Course 21)	This course teaches users how to build cases, create a grid, and use other commands to complete an application in MAINTAIN.	2
FrontPage 2000	Creating Web Sites (FrontPage 2000 - Course 1)	This course provides an introduction to Microsoft's FrontPage 2000, and shows how to use it to create web sites and pages.	3
	Building Pages (FrontPage 2000 - Course 2)	This course shows users how to create and format the text of a web page, including lists, and hypertext links.	3
	Working with Images (FrontPage 2000 - Course 3)	This course shows users how to use graphics or images on web pages, including imagemaps.	3
	Adding Spark to Your Site (FrontPage 2000 - Course 4)	This course shows users how to add features to their web site like tables, forms, and active elements.	2
GUI Design	Planning an Interface (GUI Design - Course 1)	This course introduces users to the primary principles and tasks involved in graphical user interface (GUI) design.	3
	Developing an Interface (GUI Design - Course 2)	This course shows users how to design screen layouts, use color effectively, and incorporate typography into a graphical user interface.	3
	Designing Screen Elements (GUI Design - Course 3)	This course shows users how to put together the elements of an interface to create an effective design.	4
IIS 6	Architecture and Features (IIS 6 - Course 1)	This course provides an overview of the history of the IIS architecture. It also describes the new features of IIS 6.	3
	Installation (IIS 6 - Course 2)	This course explains the importance of understanding how you plan to use IIS 6. It also covers the variety of ways IIS 6 can be installed on your computer.	2
	Administration (IIS 6 - Course 3)	This course provides an overview of the tools used to administer IIS 6 and other aspects of Windows Server 2003.	2

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	Remote Administration (IIS 6 - Course 4)	This course provides you with the tools you need to enable your Web server to allow secure, remote connections and to enable you to administer your server from anywhere.	3
	Creating and Configuring Web Sites (IIS 6 - Course 5)	This course explains how to create and configure Web sites on IIS 6 machines, and how to use virtual directories to host Web site content.	3
	Creating and Configuring Applications and FTP Sites (IIS 6 - Course 6)	This course explains how to create and configure applications and FTP sites on IIS 6 machines.	4
	Security (IIS 6 - Course 7)	This course provides information about IIS security topics, focusing on the security of Web sites that host both static and dynamic content.	4
	Working from the Command Line (IIS 6 - Course 8)	This course provides an overview of administering IIS 6 from the command line.	4
IIS 6	Performance Tuning and Monitoring (IIS 6 - Course 9)	This course provides information on the various settings you can tune to help IIS 6 and its application pools run more efficiently.	2
	Maintenance and Troubleshooting (IIS 6 - Course 10)	This course provides details about how to identify several types of HTTP status codes, substatus codes, and error messages; enable and configure Web logging on your IIS 6 machine; and solve common problems that prevent user access to your Web sites.	3
	Working with the Metabase (IIS 6 - Course 11)	IIS 6 holds configuration information in a set of XML files collectively called the metabase. The metabase retains all of your global IIS settings, and the settings for each individual Web site running on IIS. You can adjust IIS settings using the IIS Man	3
	SMTP and NNTP (IIS 6 - Course 12)	This course provides information about using the NNTP and SMTP services provided with IIS 6.	2
	Publishing (IIS 6 - Course 13)	This course provides information about publishing and managing content using IIS 6.	2
	Internet Marketing	The New Rules of Marketing (Internet Marketing - Course 1)	This course provides information on how to market products and organizations through the Internet.
Building a New Rules Marketing Strategy (Internet Marketing - Course 2)		This course provides information on how to market products and organizations through the Internet.	1
Developing a Content-Rich Web Site (Internet Marketing - Course 3)		This course provides information on how to develop a content-rich Web site.	2
Online Marketing Tactics (Internet Marketing - Course 4)		This course provides information on various tactics for marketing products, services, and organizations using online tools.	2

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ITIL Version 2 Foundation Certificate EX0-100	Practice Exam 1 (ITIL Version 2 Foundation Certificate EX0-100 - Course 1)	This course presents questions that will help you prepare for the ITIL Version 2 Foundation Certificate in IT Service Management (EX0-100) exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option	1
	Practice Exam 2 (ITIL Version 2 Foundation Certificate EX0-100 - Course 2)	This course presents questions that will help you prepare for the ITIL Version 2 Foundation Certificate in IT Service Management (EX0-100) exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option	1
ITIL Version 2 Foundation Certificate EX0-100	Practice Exam 3 (ITIL Version 2 Foundation Certificate EX0-100 - Course 3)	This course presents questions that will help you prepare for the ITIL Version 2 Foundation Certificate in IT Service Management (EX0-100) exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option	1
ITIL Version 3 Foundation Certificate EX0-101	Service Management (ITIL Version 3 Foundation Certificate EX0-101 - Course 1)	This course explains how Service Management organizes IT functions and processes.	1
	Service Lifecycle (ITIL Version 3 Foundation Certificate EX0-101 - Course 2)	This course describes the features of the Service Lifecycle.	1
	Generic Concepts (ITIL Version 3 Foundation Certificate EX0-101 - Course 3)	This course describes generic concepts concerning information technology infrastructure.	1
	Key Principles and Models (ITIL Version 3 Foundation Certificate EX0-101 - Course 4)	This course explains the key principles and models that underlie the information technology infrastructure library.	1
	Selected Processes (ITIL Version 3 Foundation Certificate EX0-101 - Course 5)	This course explains selected ITIL processes that you'll need to understand.	1
	Selected Functions (ITIL Version 3 Foundation Certificate EX0-101 - Course 6)	This course describes the Service Desk, Application Management, IT Operations Management, and Technical Management functions.	1
	Selected Roles (ITIL Version 3 Foundation Certificate EX0-101 - Course 7)	This course explains the Process Owner and Service Owner roles, and describes the use of the RACI incident response chart.	1
	Technology and Architecture (ITIL Version 3 Foundation Certificate EX0-101 - Course 8)	This course describes how Service Automation assists with integrating Service Management processes.	1
	ITIL Qualification Scheme (ITIL Version 3 Foundation Certificate EX0-101 - Course 9)	This course explains the importance of qualifying for ITIL certification.	1

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	Practice Exam 1 (ITIL Version 3 Foundation Certificate EX0-101 - Course 10)	This course presents questions that will help you prepare for the ITIL Version 3 Foundation Certificate EX0-101 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look	1
	Practice Exam 2 (ITIL Version 3 Foundation Certificate EX0-101 - Course 11)	This course presents questions that will help you prepare for the ITIL Version 3 Foundation Certificate EX0-101 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look	1
ITIL Version 3 Foundation Certificate EX0-101	Practice Exam 3 (ITIL Version 3 Foundation Certificate EX0-101 - Course 12)	This course presents questions that will help you prepare for the ITIL Version 3 Foundation Certificate EX0-101 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look	1
	Practice Exam 4 (ITIL Version 3 Foundation Certificate EX0-101 - Course 13)	This course presents questions that will help you prepare for the ITIL Version 3 Foundation Certificate EX0-101 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look	1
Java 1.2	Writing Java Programs (Java 1.2 - Course 1)	This course provides an introduction to using the Java programming language.	2
	Java Programming Basics (Java 1.2 - Course 2)	This course provides an introduction to the basics of programming in Java.	4
	Using Objects and Arrays (Java 1.2 - Course 3)	This course explains how to create and manage arrays and objects.	4
	Creating Java Applets (Java 1.2 - Course 4)	This course explains Java applets and how to set up and manage them.	4
	Graphics and User Events (Java 1.2 - Course 5)	This course shows how to create graphics, animations, and user interfaces with Java.	3
	Putting Your Skills to Work (Java 1.2 - Course 6)	This course explains how to put together some of the Java features beyond the basics to create Web applets.	3
Java 2 5.0 Programmer Certification 310-055	Overview (Java 2 5.0 Programmer Certification 310-055 - Course 1)	This course gives a foundation of Java fundamentals upon which to build. The course introduces the use of the Java language and the Java Virtual Machine, the basics of syntax and control flow, compiling and running a Java application, and other fundamenta	1

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	Object-Oriented Concepts (Java 2 5.0 Programmer Certification 310-055 - Course 2)	This course teaches the fundamentals of object-oriented programming concepts and their application in a Java environment.	1
	Java Core Packages (Java 2 5.0 Programmer Certification 310-055 - Course 3)	This course teaches the organization of the core Java classes into packages.	1
	Java AWT and JFC (Java 2 5.0 Programmer Certification 310-055 - Course 4)	This course gives a foundation of Java fundamentals upon which to build. The course introduces the use of the Java language and the Java Virtual Machine, the basics of syntax and control flow, compiling and running a Java application, and other fundamenta	1
	File Input/Output (Java 2 5.0 Programmer Certification 310-055 - Course 5)	This course teaches the fundamentals of file input and output in Java.	1
Java 2 5.0 Programmer Certification 310-055	Object Serialization (Java 2 5.0 Programmer Certification 310-055 - Course 6)	This course teaches how to use classes and methods in the java.io package to serialize object data.	1
	Threads, Exception Handling and Assertions (Java 2 5.0 Programmer Certification 310-055 - Course 7)	This course teaches how to create applications that use threads to simultaneously carry out multiple tasks, and how to use exceptions and assertions to detect and handle unexpected run-time conditions.	1
	Dates and Numbers (Java 2 5.0 Programmer Certification 310-055 - Course 8)	This course teaches how to work with dates, numbers and currencies in Java. It also covers how to create applications that search text strings and files for patterns of text, or tokens.	1
	Networking Java Applications (Java 2 5.0 Programmer Certification 310-055 - Course 9)	This course teaches how to use the java.net package to create networking applications in Java.	1
	Generics and Collections (Java 2 5.0 Programmer Certification 310-055 - Course 10)	This course teaches how to create groupings of objects using collections and how to use generics to assign some type safety to those collections. The course covers the four major categories of collections, type safety and type erasure, sorting and searchi	1
	Database Connectivity Fundamentals (Java 2 5.0 Programmer Certification 310-055 - Course 11)	This course teaches how to create Java applications that communicate with databases using Open Data Base Connectivity (ODBC) technology.	1
	Key Topics and Features (Java 2 5.0 Programmer Certification 310-055 - Course 12)	This course provides a summary and highlights of key topics covered in other courses in this series.	1
	Java 2 5.0 Programming	Fundamentals (Java 2 5.0 Programming - Course 1)	This course introduces the learner to the fundamentals of Java programming, including the bytecode, object-oriented programming, data types, and how to write a simple Java program.

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	Introducing Data Types and Operators (Java 2 5.0 Programming - Course 2)	This course provides information about the foundations of Java programming - the Java data types and operators.	2
	Program Control Statements (Java 2 5.0 Programming - Course 3)	This course provides a detailed examination of the statements that control a program's flow of execution. There are three categories of program control statements: selection statements, iteration statements, and jump statements. After taking this course t	2
Java 2 5.0 Programming	Classes, Objects, and Methods (Java 2 5.0 Programming - Course 4)	This course provides the basis for object-oriented programming in Java. Classes, objects, and methods are fundamental to Java. You'll learn about the nature of these features, which will help you write more sophisticated programs; and you'll gain a better	2
	More Data Types and Operators (Java 2 5.0 Programming - Course 5)	This course provides the learner with information about arrays, the String type, the bitwise operators, and the ? ternary operator. It also covers Java's new for-each style for loop and command-line arguments.	3
	More Methods and Classes (Java 2 5.0 Programming - Course 6)	This course provides detail about Java methods and classes, including controlling access to the members of a class, passing and returning objects, overloading methods, and other features.	2
	Inheritance (Java 2 5.0 Programming - Course 7)	This course provides a detailed examination of inheritance, one of the three foundation principles of object-oriented programming. After taking this course the learner will know the meaning of inheritance and how it allows the creation of hierarchical cla	2
	Packages and Interfaces (Java 2 5.0 Programming - Course 8)	This course examines two of Java's most innovative features: packages and interfaces. You'll also learn how packages affect access, and how to apply interface references.	2
	Exception Handling (Java 2 5.0 Programming - Course 9)	After taking this course, you will know how to handle runtime errors in Java programs. The course shows how to use a try/catch/finally block to add an exception handling routine that will monitor for program errors and respond to them.	2
	Using I/O (Java 2 5.0 Programming - Course 10)	After taking this course, you will know how to handle both console I/O and file I/O for Java. This course will introduce you to the most important and commonly used features of Java I/O.	2

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	Multithreaded Programming (Java 2 5.0 Programming - Course 11)	After taking this course, you will be able to write multithreaded programs in the Java language. The course shows you how to create multiple concurrent threads by extending the Thread class and implementing the Runnable interface.	2
Java 2 5.0 Programming	Enumerations and Autoboxing (Java 2 5.0 Programming - Course 12)	This course introduces you to new features of Java 2 5.0 that fundamentally alter the character and scope of the Java language. You'll learn about enumerations, autoboxing/unboxing, static import, and metadata.	2
	Generics (Java 2 5.0 Programming - Course 13)	This course introduces you to the generics feature that was added to Java with the Java 2 5.0 release. It demonstrates how to create generic classes, interfaces, and methods in which the type of data on which they operate is specified as a parameter.	3
	Applets and Events (Java 2 5.0 Programming - Course 14)	This course examines Java's approach to both event handling and the use of applets. After taking this course, you will be able to use applets and control event handling.	2
	Enterprise Foundations (Java 2 Enterprise Design - Course 1)	This course provides an overview of enterprise components and how to develop enterprise applications using the Java 2 Platform, Enterprise Edition (J2EE).	4
Java 2 Enterprise Design	Modeling Components with JavaBeans (Java 2 Enterprise Design - Course 2)	This course provides an introduction to the JavaBean component model.	3
	Enterprise Data and JDBC (Java 2 Enterprise Design - Course 3)	This course explains the concepts involved in enterprise databases and how JDBC is used to connect to DBMSs from Java applications.	4
	Network and Web Communications (Java 2 Enterprise Design - Course 4)	This course provides an overview of distributed systems and the general problems that affect distributed systems. The course describes network computing and the concepts for building client/server applications in Java. It also explains how Web communicati	3
	CORBA, RMI, and DCOM Communications (Java 2 Enterprise Design - Course 5)	This course provides an overview of how CORBA, RMI, and DCOM communications are handled in Java.	3
	Naming, Directory, Trading, and Activation Services (Java 2 Enterprise Design - Course 6)	This course provides an overview of the concepts behind accessing naming services in Java-based enterprise systems. It also describes the concepts behind and application of directory, trading, and activation services.	4
	Messaging and Transaction Services (Java 2 Enterprise Design - Course 7)	This course explains how to use messaging and transaction services when designing enterprise systems.	4

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	Systems Assurance and Security (Java 2 Enterprise Design - Course 8)	This course provides an overview of the concept of assurance and some general approaches to providing assurance. It also describes the basic concepts behind security for enterprise applications.	3
Java 2 Enterprise Design	Java's Security Features (Java 2 Enterprise Design - Course 9)	This course provides an overview of specific Java 2 security features.	3
	Enterprise Web Enabling (Java 2 Enterprise Design - Course 10)	This course provides an overview of Web browsers and servers and explains several forms of Web enabling. It also explains the differences between J2EE-based Web programming techniques and traditional Web programming techniques. It concludes with a discuss	3
	Java Servlets (Java 2 Enterprise Design - Course 11)	This course describes how to build Web-enabled enterprise systems using Java Servlets inside J2EE Web container environments.	3
	JavaServer Pages (Java 2 Enterprise Design - Course 12)	This course explains how to use JavaServer Pages to provide a way to Web-enable an enterprise via a programming paradigm more familiar to Web programmers.	2
	Enterprise Applications and Enterprise JavaBeans (Java 2 Enterprise Design - Course 13)	This course describes how services can be provided by enterprise application platforms to make developing enterprise applications an easier task. It also explains how EJB application servers help application-enable an enterprise.	2
	Advanced Enterprise JavaBeans and Application Integration (Java 2 Enterprise Design - Course 14)	This course provides an introduction to the various Java enterprise technologies from within the context of J2EE EJBs. It also provides an overview of the problems and solutions with Enterprise Application Integration.	3
	Java 2 Programmer Certification 310-035	Java and Object-Oriented Fundamentals (Java 2 Programmer Certification 310-035 - Course 1)	This course provides an overview of the fundamentals of the Java language and object-oriented programming.
Declarations, Flow Control, and Exception Handling (Java 2 Programmer Certification 310-035 - Course 2)		This course shows users how to declare variables and methods and how to use Java statements to control the flow of programs and handle exceptions.	4
Classes, Interfaces, Methods, and Garbage Collection (Java 2 Programmer Certification 310-035 - Course 3)		This course shows users how to declare classes and interfaces, how to overload and override methods, and how Java's garbage-collection mechanism works.	3
Threads (Java 2 Programmer Certification 310-035 - Course 4)		This course explains how multithreading works and how it is supported by Java.	2
The java.lang Package (Java 2 Programmer Certification 310-035 - Course 5)		This course describes the classes and interfaces of the java.lang package.	3

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	The java.util Package (Java 2 Programmer Certification 310-035 - Course 6)	This course describes the classes and interfaces of java.util package.	3
Java 2 Programmer Certification 310-035	GUI Components and Containers of the java.awt Package (Java 2 Programmer Certification 310-035 - Course 7)	This course describes the GUI components and containers of java.awt and explains how the AWT classes and interfaces are used to develop a Java-based GUI.	2
	Layouts and Event Handlers of the java.awt Package (Java 2 Programmer Certification 310-035 - Course 8)	This course explains how the classes and interfaces of java.awt are used to organize the display of GUI components and how event-handling classes and interfaces are used.	2
	Graphic and Image Elements of the java.awt Package (Java 2 Programmer Certification 310-035 - Course 9)	This course explains how to display bitmapped images, draw geometric shapes, and control the way text is displayed.	2
	The java.io Package (Java 2 Programmer Certification 310-035 - Course 10)	This course explains how to perform sophisticated input and output using standard I/O, memory buffers, and files.	4
Java Web Services	The Web Services Architecture (Java Web Services - Course 1)	This course provides a background in interoperable Web services and teaches the foundations, principles and benefits of interoperable Web services.	1
	Creating and Hosting Web Services (Java Web Services - Course 2)	This course will provide a background in building Web services and teach how to create and host Web services.	1
	Java and Web Services (Java Web Services - Course 3)	This course will provide a background in the architecture of Java web services. It covers the different application programming interfaces (APIs) used to program Java web services.	1
	The Simple Object Access Protocol (SOAP) (Java Web Services - Course 4)	This course provides a background in the Simple Object Access Protocol (SOAP). It also describes how SOAP is used to transport information in Web services.	1
	The Java APIs for SOAP Messaging (SAAJ) (Java Web Services - Course 5)	This course provides a background in the SOAP for Attachments API for Java (SAAJ). It also explains how to use the API to attach, detach, and process SOAP attachments in Web services.	1
	Java API for XML Messaging (JAXM) (Java Web Services - Course 6)	This course provides a background in the Java API for XML Messaging (JAXM). It also shows how to use the API to send and receive document-oriented XML messages using Web services.	1
	Web Services Description Language (WSDL) (Java Web Services - Course 7)	This course provides a background in the Web Services Description Language (WSDL). It also describes how to create WSDL documents, and how WSDL documents are used in the creation and development of Web services.	1

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Java Web Services	The Java API for XML-Based RPC (JAX-RPC) (Java Web Services - Course 8)	This course provides a background in the Java API for XML-based RPC (JAX-RPC). It also describes how to invoke XML-based remote procedure calls.	1
	Generating Web Services from Java Code (Java Web Services - Course 9)	This course describes new features for generating Web services from Java code. It also explains how to improve productivity by using annotations to simplify generation of Web services from Java code.	1
	Generating Java Web Services from WSDL (Java Web Services - Course 10)	This course teaches how to generate Java web services from WSDL.	1
	Best Practices and Techniques (Java Web Services - Course 11)	This course describes best practices and techniques for creating Java Web services.	1
	EJB, JSP, and Web Services (Java Web Services - Course 12)	This course teaches how Enterprise Java Beans (EJB) and Java Server Pages (JSP) may be integrated with Web services.	1
	Service Lifecycle and Message Handlers (Java Web Services - Course 13)	This course teaches how to manage the Web services service lifecycle and process multiple message handlers.	1
	SOAP Attachments (Java Web Services - Course 14)	This course describes how to work with SOAP attachments.	1
	Securing Web Services (Java Web Services - Course 15)	This course explains how to secure Web services.	1
JavaScript	Start Using JavaScript (JavaScript - Course 1)	This course presents the basic skills needed to incorporate JavaScript into HTML when building a Web page. As of January 2003 this course was updated to reflect HTML 4.0 (including CSS), JavaScript 1.5, and some XHTML 1.0 standards.	5
	Using JavaScript for Interactivity (JavaScript - Course 2)	This course presents the skills needed to create interactive forms and use JavaScript events and loops. As of January 2003 this course was updated to reflect HTML 4.0 (including CSS), JavaScript 1.5, and some XHTML 1.0 standards.	3
	Using Advanced JavaScript (JavaScript - Course 3)	This course presents the advanced tools available in JavaScript. As of January 2003 this course was updated to reflect HTML 4.0 (including CSS), JavaScript 1.5, and some XHTML 1.0 standards.	6
Linux	Partitions and the Boot Process (Linux - Course 1)	This course introduces users to the process of preparing a hard drive for use with the Linux operating system and explains the Linux boot process.	3
Linux	File Management (Linux - Course 2)	This course introduces users to the commands necessary to create, view, copy, move, and delete files on a Linux system.	3

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	GNU and Linux Commands (Linux - Course 3)	This course introduces users to shells and shows users how to configure user and environment variables and how to manage processes on a Linux system.	3
	File System Maintenance (Linux - Course 4)	This course shows users how to mount and unmount file systems, verify file system integrity, perform disk maintenance tasks, manage disk quotas, create links to files, and locate files.	4
	Users and Groups (Linux - Course 5)	This course shows users how to create and manage user accounts and how to manage groups.	3
	Text Streams (Linux - Course 6)	This course shows users basic Linux commands for editing, filtering, and manipulating text.	3
	Permissions (Linux - Course 7)	This course shows users how to manage user and group permissions for files and directories.	2
	Administration and Documentation (Linux - Course 8)	This course shows users how to schedule jobs, manage system logging, and document their own Linux systems.	4
	Backup and Restore (Linux - Course 9)	This course introduces users to the process of planning a backup strategy and shows them how to create and restore a backup.	2
Linux Red Hat Technician RHCT RH202	RHCT Prerequisites (Linux Red Hat Technician RHCT RH202 - Course 1)	This course provides an overview of Linux fundamentals, including the use of text editors and file management commands, the basics of networking and security, and an introduction to hardware and hardware compatibility.	3
	Installation (Linux Red Hat Technician RHCT RH202 - Course 2)	This course provides an overview of disk partitions, installation classes, and boot loaders.	3
	Advanced Installation (Linux Red Hat Technician RHCT RH202 - Course 3)	This course shows learners how to troubleshoot the Linux installation process, how to perform advanced disk configuration tasks, and how to perform automated installations.	2
	Linux Red Hat Technician RHCT RH202	This course explains the basic configuration and administration of a Red Hat Enterprise Linux system. It explains how to create a user account, how to populate a user's home directory, and how to configure a window manager. It also describes the different	3
Linux Red Hat Technician RHCT RH202	Kernel, User, and Recovery Administration (Linux Red Hat Technician RHCT RH202 - Course 5)	This course shows learners how to configure and manage many aspects of the user environment and the kernel. It explains how to manage disk quotas, scheduled jobs, services, and special users; it also explains how to use the linux rescue environment to rep	3

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	The X Window System (Linux Red Hat Technician RHCT RH202 - Course 6)	This course shows learners how to configure the X Window system on network clients. It explains the X Server and X Clients and explains how X Window security is managed on a network.	3
	Linux Network Clients (Linux Red Hat Technician RHCT RH202 - Course 7)	This course shows learners how to configure network clients and their connections to network services using Linux Red Hat.	2
	Exam Practice (Linux Red Hat Technician RHCT RH202 - Course 8)	This course provides exercises that will help the learner prepare for the Red Hat Certified Technician exam (RH202).	5
Microsoft .NET 2.0 App Development MCTS 70-536	Using System Types and Collections (Microsoft .NET 2.0 App Development MCTS 70-536 - Course 1)	This course provides information on how to use system types and collections in Microsoft .NET 2.0 application development.	3
	Implementing Service Processes, Threading, and Application Domains (Microsoft .NET 2.0 App Development MCTS 70-536 - Course 2)	This course provides information on how to implement service processes, threading, and application domains in Microsoft .NET 2.0 application development.	1
	Embedding Configuration, Diagnostic, Management, and Installation Features (Microsoft .NET 2.0 App Development MCTS 70-536 - Course 3)	This course provides information on how to embed configuration, diagnostic, management, and installation features when developing Microsoft .NET 2.0 applications.	2
	Implementing Serialization and I/O Functionality (Microsoft .NET 2.0 App Development MCTS 70-536 - Course 4)	This course provides information on how to implement serialization and I/O functionality when developing Microsoft .NET applications.	2
	Securing Applications with .NET Framework 2.0 Security Features (Microsoft .NET 2.0 App Development MCTS 70-536 - Course 5)	This course provides information on how to secure applications with .NET Framework 2.0 security features.	2
	Implementing Interoperability, Reflection, and Mailing Functionality (Microsoft .NET 2.0 App Development MCTS 70-536 - Course 6)	This course provides information on how to implement interoperability, reflection, and mailing functionality when developing Microsoft .NET 2.0 applications.	2
	Implementing Globalization, Drawing, and Text Manipulation Functionality (Microsoft .NET 2.0 App Development MCTS 70-536 - Course 7)	This course provides information on how to implement globalization, drawing, and text manipulation functionality when developing Microsoft .NET 2.0 applications.	1
Microsoft .NET 2.0 App Development MCTS 70-536	Visual Basic Practice Exam 1 (Microsoft .NET 2.0 App Development MCTS 70-536 - Course 8)	This course provides information about the Microsoft .NET 2.0 App Development MCTS 70-536 exam for Visual Basic developers. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1

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Visual Basic Practice Exam 2 (Microsoft .NET 2.0 App Development MCTS 70-536 - Course 9)	This course provides information about the Microsoft .NET 2.0 App Development MCTS 70-536 exam for Visual Basic developers. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1	
Visual Basic Practice Exam 3 (Microsoft .NET 2.0 App Development MCTS 70-536 - Course 10)	This course provides information about the Microsoft .NET 2.0 App Development MCTS 70-536 exam for Visual Basic developers. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1	
C# Practice Exam 1 (Microsoft .NET 2.0 App Development MCTS 70-536 - Course 11)	This course provides information about the Microsoft .NET 2.0 App Development MCTS 70-536 exam for C# developers. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for	1	
C# Practice Exam 2 (Microsoft .NET 2.0 App Development MCTS 70-536 - Course 12)	This course provides information about the Microsoft .NET 2.0 App Development MCTS 70-536 exam for C# developers. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for	1	
C# Practice Exam 3 (Microsoft .NET 2.0 App Development MCTS 70-536 - Course 13)	This course provides information about the Microsoft .NET 2.0 App Development MCTS 70-536 exam for C# developers. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for	1	
Microsoft .NET 2.0 Distributed Apps MCTS 70-529	Creating and Accessing XML Web Services (Microsoft .NET 2.0 Distributed Apps MCTS 70-529 - Course 1)	This course discusses the creation and configuration of XML Web Services using Visual Basic and the Microsoft .NET 2.0 Framework. This course also covers the uses of the WebMethodAttribute attribute, and the uses of discover files to publish lists of Web	1
Microsoft .NET 2.0 Distributed Apps MCTS 70-529	Configuring and Customizing Web Service Applications (Microsoft .NET 2.0 Distributed Apps MCTS 70-529 - Course 2)	This course examines SOAP messages and the configuration of Web service applications by introducing the uses of the web.config and machine.config files. This course also discusses topics related to the configuration of the Web services communication proto	1

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<p>Creating, Configuring, and Deploying Remoting Applications (Microsoft .NET 2.0 Distributed Apps MCTS 70-529 - Course 3)</p>	<p>This course discusses server application and server application domain creation. Client application creation and configuration is also examined, specifically in relation to remote objects. This course also looks at how to deploy remoting applications with</p>	1	
<p>Implementing Asynchronous Calls and Remoting Events (Microsoft .NET 2.0 Distributed Apps MCTS 70-529 - Course 4)</p>	<p>This course discusses the calling of asynchronous Web methods through the use of the OneWay property. It also looks at the uses of the OneWay attribute and the implementation of callback methods. Events are examined in detail, along with the Event handler</p>	1	
<p>Implementing Web Services Enhancements (WSE) 3.0 (Microsoft .NET 2.0 Distributed Apps MCTS 70-529 - Course 5)</p>	<p>This course discusses the functions of Web Services Enhancements (WSE) 3.0, and how to enable it in client and server applications. SOAP Messages are covered in great detail, particularly through digital signatures, encryption and decryption, and routing.</p>	1	
<p>Creating Serviced Components and Using Message Queuing (Microsoft .NET 2.0 Distributed Apps MCTS 70-529 - Course 6)</p>	<p>This course examines COM+ services, and how serviced components support COM+ services. This course also discusses message queuing at great length, from creation and deletion of messages, to reception and processing. Finally, this course covers methods of</p>	1	
<p>Visual Basic Practice Exam 1 (Microsoft .NET 2.0 Distributed Apps MCTS 70-529 - Course 7)</p>	<p>This course presents questions that will help you prepare for the MCTS 70-529 Microsoft .NET 2.0 Distributed Application, Visual Basic exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was</p>	1	
<p>Visual Basic Practice Exam 2 (Microsoft .NET 2.0 Distributed Apps MCTS 70-529 - Course 8)</p>	<p>This course presents questions that will help you prepare for the MCTS 70-529 Microsoft .NET 2.0 Distributed Application, Visual Basic exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was</p>	1	
<p>Microsoft .NET 2.0 Distributed Apps MCTS 70-529</p>	<p>Visual Basic Practice Exam 3 (Microsoft .NET 2.0 Distributed Apps MCTS 70-529 - Course 9)</p>	<p>This course presents questions that will help you prepare for the MCTS 70-529 Microsoft .NET 2.0 Distributed Application, Visual Basic exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was</p>	1

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	C# Practice Exam 1 (Microsoft .NET 2.0 Distributed Apps MCTS 70-529 - Course 10)	This course presents questions that will help you prepare for the MCTS 70-529 Microsoft .NET 2.0 Distributed Application, Visual Basic exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was	1
	C# Practice Exam 2 (Microsoft .NET 2.0 Distributed Apps MCTS 70-529 - Course 11)	This course presents questions that will help you prepare for the MCTS 70-529 Microsoft .NET 2.0 Distributed Application, Visual Basic exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was	1
	C# Practice Exam 3 (Microsoft .NET 2.0 Distributed Apps MCTS 70-529 - Course 12)	This course presents questions that will help you prepare for the MCTS 70-529 Microsoft .NET 2.0 Distributed Application, Visual Basic exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was	1
Microsoft .NET 2.0 Web Development MCTS 70-528	Creating and Programming Web Applications (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 1)	This course covers the basics of building ASP.NET Web applications. You will learn about HTML and Web controls and how they are used to design dynamic Web pages. You will also learn how to use ASP.NET validation controls to perform both client-side and se	1
	Configuring a Web Application (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 2)	This course covers the various techniques to manage a Web application's behavior. You will learn about site navigation. You will also learn how HTTP is a stateless protocol and how you can manage state on both the server and client machines. One of the le	1
	Using Globalization, Localization, and Accessibility (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 3)	This course covers the basics of building robust, multilingual Web sites that offer the most accessibility to users using assistive devices.	1
Microsoft .NET 2.0 Web Development MCTS 70-528	Using ADO.NET and XML with ASP.NET (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 4)	This course covers working with data from databases as well as XML data. Students will examine how ADO.NET provides support for both connected and disconnected access to databases. You will learn how to use data binding to reduce the amount of code you ha	1
	Creating Custom Web Controls (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 5)	This course covers how to build custom controls that provide a reusable interface and functionality to a set of pages. This course begins by examining how to build and use user controls. You will then learn how to build more complex controls, including: c	1

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Deploying ASP.NET Applications (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 6)	This course examines how several tools built into Visual Studio 2005 can be used to deploy your Web application to a Web server.	1	
Troubleshooting and Optimizing Web Applications (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 7)	This course examines various techniques to troubleshoot and optimize a Web application, including tracing, using performance counters and the health monitoring API, and caching.	1	
Customizing and Personalizing Web Applications (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 8)	This course introduces the basics of customizing and personalizing ASP.NET Web applications. You will learn how to use master pages to build Web sites whose Web pages have a consistent layout. You will also learn how to use themes and user profiles to app	1	
Implementing Authentication and Authorization (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 9)	This course discusses a variety of issues related to building secure ASP.NET applications. You will examine how ASP.NET provides both Forms and Windows authentication features, as well as various authorization techniques. You will also examining the new A	1	
Creating ASP.NET Mobile Web Applications (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 10)	This course examines issues related to building Web sites that are accessible by mobile devices such as cell phones and PDAs. You will learn how to create a ASP.NET mobile Web application and test it using a device in the emulator. You will also learn how	1	
Visual Basic Practice Exam 1 (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 11)	This course provides information about the Microsoft .NET 2.0 Web Development MCTS 70-528 exam for Visual Basic developers. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1	
Microsoft .NET 2.0 Web Development MCTS 70-528	Visual Basic Practice Exam 2 (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 12)	This course provides information about the Microsoft .NET 2.0 Web Development MCTS 70-528 exam for Visual Basic developers. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1
	Visual Basic Practice Exam 3 (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 13)	This course provides information about the Microsoft .NET 2.0 Web Development MCTS 70-528 exam for Visual Basic developers. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1

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	C# Practice Exam 1 (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 14)	This course provides information about the Microsoft .NET 2.0 Web Development MCTS 70-528 exam for C# developers. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for	1
	C# Practice Exam 2 (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 15)	This course provides information about the Microsoft .NET 2.0 Web Development MCTS 70-528 exam for C# developers. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for	1
	C# Practice Exam 3 (Microsoft .NET 2.0 Web Development MCTS 70-528 - Course 16)	This course provides information about the Microsoft .NET 2.0 Web Development MCTS 70-528 exam for C# developers. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for	1
	Creating User Interfaces (Microsoft .NET 2.0 Windows Development MCTS 70-526 - Course 1)	This course provides information on how to create user interfaces for Microsoft .NET 2.0 Windows applications.	1
Microsoft .NET 2.0 Windows Development MCTS 70-526	Integrating Data (Microsoft .NET 2.0 Windows Development MCTS 70-526 - Course 2)	This course provides information on how to integrate data for Microsoft .NET 2.0 Windows applications.	2
	Implementing Printing and Reporting Functionality (Microsoft .NET 2.0 Windows Development MCTS 70-526 - Course 3)	This course provides information on how to implement printing and reporting functionality for Microsoft .NET 2.0 Windows applications.	1
	Enhancing Usability (Microsoft .NET 2.0 Windows Development MCTS 70-526 - Course 4)	This course provides information on how to enhance usability for Microsoft .NET 2.0 Windows applications.	1
Microsoft .NET 2.0 Windows Development MCTS 70-526	Implementing Asynchronous Programming Techniques (Microsoft .NET 2.0 Windows Development MCTS 70-526 - Course 5)	This course provides information on how to implement asynchronous programming techniques for Microsoft .NET 2.0 Windows applications.	1
	Developing Form Controls (Microsoft .NET 2.0 Windows Development MCTS 70-526 - Course 6)	This course provides information on how to develop form controls for Microsoft .NET 2.0 Windows applications.	1
	Configuring and Deploying Applications (Microsoft .NET 2.0 Windows Development MCTS 70-526 - Course 7)	This course provides information on how to configure and deploy applications for Microsoft .NET 2.0 Windows applications.	1
	Visual Basic Practice Exam 1 (Microsoft .NET 2.0 Windows Development MCTS 70-526 - Course 8)	This course presents questions that will help you prepare for the Microsoft .NET 2.0 Windows Development MCTS 70-526 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1

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	Visual Basic Practice Exam 2 (Microsoft .NET 2.0 Windows Development MCTS 70-526 - Course 9)	This course presents questions that will help you prepare for the Microsoft .NET 2.0 Windows Development MCTS 70-526 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1
	Visual Basic Practice Exam 3 (Microsoft .NET 2.0 Windows Development MCTS 70-526 - Course 10)	This course presents questions that will help you prepare for the Microsoft .NET 2.0 Windows Development MCTS 70-526 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1
	Visual Basic Practice Exam 4 (Microsoft .NET 2.0 Windows Development MCTS 70-526 - Course 11)	This course presents questions that will help you prepare for the Microsoft .NET 2.0 Windows Development MCTS 70-526 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1
	C# Practice Exam 1 (Microsoft .NET 2.0 Windows Development MCTS 70-526 - Course 12)	This course presents questions that will help you prepare for the Microsoft .NET 2.0 Windows Development MCTS 70-526 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1
Microsoft .NET 2.0 Windows Development MCTS 70-526	C# Practice Exam 2 (Microsoft .NET 2.0 Windows Development MCTS 70-526 - Course 13)	This course presents questions that will help you prepare for the Microsoft .NET 2.0 Windows Development MCTS 70-526 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1
	C# Practice Exam 3 (Microsoft .NET 2.0 Windows Development MCTS 70-526 - Course 14)	This course presents questions that will help you prepare for the Microsoft .NET 2.0 Windows Development MCTS 70-526 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1
	C# Practice Exam 4 (Microsoft .NET 2.0 Windows Development MCTS 70-526 - Course 15)	This course presents questions that will help you prepare for the Microsoft .NET 2.0 Windows Development MCTS 70-526 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to	1

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<p>Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316</p>	<p>Windows Forms (Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316 - Course 1)</p>	<p>This course provides an introduction to the .NET framework and how to use it to design forms with Windows Form Designer and classes. Elements of forms such as a graphical user interface, controls with events, and input validation are also presented. Singl</p>	3
	<p>Components, Assemblies, and Services (Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316 - Course 2)</p>	<p>This course explains what is needed to create custom components by inheriting from the Component, Control, and UserControl classes. Security, versioning, and deployment of these components are examined with the use of .NET assemblies. The capability of .N</p>	2
	<p>Data Binding and Data Manipulation (Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316 - Course 3)</p>	<p>This course explains what is needed to make data available to users by binding data to the interface, and transforming and filtering data to provide only what the user requires. .NET methods for accessing and manipulating data from file-based storage, rel</p>	3
	<p>User Assistance and Accessibility (Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316 - Course 4)</p>	<p>This course explains how to implement globalization in a .NET application through the localization process and attention to cultures. Learners can use an HTML help file example project to learn about the creation of user assistance. The course also covers</p>	2
<p>Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316</p>	<p>Testing, Deployment, Configuration and Support (Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316 - Course 5)</p>	<p>This course explains what you need to test, debug, and deploy a .NET application. The course details the methods used to test an application, including using classes in the .NET framework for testing and debugging an application at runtime. Deployment to</p>	3
	<p>Practice Exams (Microsoft .NET Applications MCSD/MCAD/MCDBA 70-316 - Course 6)</p>	<p>This course provides two practice exams for the Microsoft 70-316 certification exam.</p>	3
<p>Microsoft .NET Architectures MCP/MCSD 70-300</p>	<p>Envisioning the Solution and Analyzing Business Requirements (Microsoft .NET Architectures MCP/MCSD 70-300 - Course 1)</p>	<p>This course explains how to complete the Envisioning Phase of application development using Microsoft .NET solution architectures. It also covers the beginning of the requirements-gathering stage, including assessing the current business state and determi</p>	2
	<p>Analyzing User, Operational, and Infrastructure Requirements (Microsoft .NET Architectures MCP/MCSD 70-300 - Course 2)</p>	<p>This course explains how to both gather and analyze user, operational, and infrastructure requirements in creating Microsoft .NET solution architectures.</p>	2
	<p>Developing Specifications and Creating the Conceptual Design (Microsoft .NET Architectures MCP/MCSD 70-300 - Course 3)</p>	<p>This course explains how to develop specifications and create a conceptual design using Microsoft .NET solution architectures.</p>	3

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	Creating the Logical Design (Microsoft .NET Architectures MCP/MCSD 70-300 - Course 4)	This course explains how to create and validate the logical design of a solution using Microsoft .NET solution architectures.	2
	Creating the Logical Data Model and Physical Design (Microsoft .NET Architectures MCP/MCSD 70-300 - Course 5)	This course explains how to create the logical data model and physical design of a solution using Microsoft .NET solution architectures.	2
	Deploying the Application and Creating Standards (Microsoft .NET Architectures MCP/MCSD 70-300 - Course 6)	This course explains how to deploy, maintain, model, and validate a solution's physical design using Microsoft .NET solution architectures. This course also covers how to create both team standards and processes, as well as measure quality.	3
	Practice Exam (Microsoft .NET Architectures MCP/MCSD 70-300 - Course 7)	This course provides practice exam questions for the MCP/MCSD 70-300 exam.	2
Microsoft Exchange Server 2003 MCSA/MCSE 70-284	Implementing and Troubleshooting (Microsoft Exchange Server 2003 MCSA/MCSE 70-284 - Course 1)	This course provides an introduction to Microsoft Exchange Server 2003 and shows learners how to prepare an environment, install the system, and troubleshoot an installation.	2
Microsoft Exchange Server 2003 MCSA/MCSE 70-284	Managing Exchange Recipient Objects (Microsoft Exchange Server 2003 MCSA/MCSE 70-284 - Course 2)	This course shows users how to use Microsoft Exchange Server 2003 to create and manage contacts, user accounts, distribution groups, security groups.	2
	Managing Address Lists and Policies (Microsoft Exchange Server 2003 MCSA/MCSE 70-284 - Course 3)	This course shows learners how to use Microsoft Exchange Server 2003 to create and manage address lists and policies.	2
	Managing the Exchange Organization (Microsoft Exchange Server 2003 MCSA/MCSE 70-284 - Course 4)	This course shows learners how to use Microsoft Exchange Server 2003 to create, manage, and troubleshoot public folders. It also covers how to configure, manage and troubleshoot virtual front-end and back-end servers. Finally, it discusses troubleshooti	2
	Managing Computers and Performance (Microsoft Exchange Server 2003 MCSA/MCSE 70-284 - Course 5)	This course shows learners how to use Microsoft Exchange Server 2003 to manage, monitor, and troubleshoot Exchange organization and server computers.	4
	Security and Troubleshooting (Microsoft Exchange Server 2003 MCSA/MCSE 70-284 - Course 6)	This course explains how to manage security, as well as manage and monitor supporting technologies of Microsoft Exchange Server 2003.	2
	Practice Exams (Microsoft Exchange Server 2003 MCSA/MCSE 70-284 - Course 7)	This course provides two practice exams for the Microsoft 70-284 certification exam.	2
Microsoft Exchange Server 2007 MCTS 70-236	Exchange Server 2007 and Active Directory Review (Microsoft Exchange Server 2007 MCTS 70-236 - Course 1)	This course covers how Exchange is integrated with Active Directory, how information is stored on an Exchange server, and how messages flow within an Exchange organization.	1

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	Preparing for the Exchange Server (Microsoft Exchange Server 2007 MCTS 70-236 - Course 2)	This course covers how to prepare the infrastructure and servers for Exchange installation.	1
	Installing Exchange Server 2007 (Microsoft Exchange Server 2007 MCTS 70-236 - Course 3)	This course covers how to install Microsoft Exchange Server 2007.	1
	Configuring Exchange Server Roles (Microsoft Exchange Server 2007 MCTS 70-236 - Course 4)	This course covers how to configure the Exchange 2007 Mailbox server, Hub Transport server, and Client Access server. It also covers configuring connectors, changing roles, and removing servers from the Exchange organization.	1
	Configuring Exchange Security Infrastructure (Microsoft Exchange Server 2007 MCTS 70-236 - Course 5)	This course covers installing Exchange, configuring Exchange server roles and configuring the antivirus and anti-spam system.	1
	Configuring and Managing Exchange Recipients (Microsoft Exchange Server 2007 MCTS 70-236 - Course 6)	This course covers configuring and managing Exchange recipients.	1
Microsoft Exchange Server 2007 MCTS 70-236	Configuring Exchange Server Rules and Policies (Microsoft Exchange Server 2007 MCTS 70-236 - Course 7)	This course covers configuring the Exchange infrastructure.	1
	Configuring and Managing Client Connectivity (Microsoft Exchange Server 2007 MCTS 70-236 - Course 8)	This course covers configuring and managing client connectivity and public folders.	1
	Managing and Maintaining the Exchange Organization (Microsoft Exchange Server 2007 MCTS 70-236 - Course 9)	This course covers how to manage mail queues and the process of message tracking. It also covers how to move mailboxes and the process of bulk management.	1
	Creating and Managing Highly Available Exchange Server Solutions (Microsoft Exchange Server 2007 MCTS 70-236 - Course 10)	This course covers how to create and manage highly available Exchange Server solutions.	1
	Disaster Recovery Operations for Exchange Server (Microsoft Exchange Server 2007 MCTS 70-236 - Course 11)	This course covers recovering server roles, recovering messaging data and configuring backups.	1
	Monitoring and Reporting on the Exchange Server (Microsoft Exchange Server 2007 MCTS 70-236 - Course 12)	This course covers monitoring system performance, as well as creating server and usage reports.	1
	Practice Exam 1 (Microsoft Exchange Server 2007 MCTS 70-236 - Course 13)	This course presents questions that will help you prepare for the MCTS 70-236 TS: Exchange Server 2007, Configuring exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to l	1

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	Practice Exam 2 (Microsoft Exchange Server 2007 MCTS 70-236 - Course 14)	This course presents questions that will help you prepare for the MCTS 70-236 TS: Exchange Server 2007, Configuring exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to l	1
	Practice Exam 3 (Microsoft Exchange Server 2007 MCTS 70-236 - Course 15)	This course presents questions that will help you prepare for the MCTS 70-236 TS: Exchange Server 2007, Configuring exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to l	1
Microsoft Office Project 2007 MCTS 70-632	Configuring Tools and Options (Microsoft Office Project 2007 MCTS 70-632 - Course 1)	This course covers setting up a variety of basic features, including General, Security, View, Interface, Schedule, Calendar, and Calculations options.	1
Microsoft Office Project 2007 MCTS 70-632	Setting Up a Project (Microsoft Office Project 2007 MCTS 70-632 - Course 2)	This course covers creating, modifying, and selecting templates. It also covers entering project information, managing calendars, as well as importing and exporting data.	1
	Estimating, Scheduling, and Budgeting Tasks (Microsoft Office Project 2007 MCTS 70-632 - Course 3)	This course covers creating a WBS, creating and modifying tasks, estimating and budgeting tasks, as well identifying and analyzing critical tasks and paths.	1
	Resourcing Project Plans (Microsoft Office Project 2007 MCTS 70-632 - Course 4)	This course covers forecasting, working with resource pools and assignments, predicting duration and work calculations, and optimizing resource utilization.	1
	Updating and Reporting on Project Performance (Microsoft Office Project 2007 MCTS 70-632 - Course 5)	This course covers working with baselines, entering task updates, rescheduling incomplete work, tracking project progress, analyzing variance, as well as creating objects and reports.	1
	Practice Exam 1 (Microsoft Office Project 2007 MCTS 70-632 - Course 6)	This course presents questions that will help you prepare for the MCTS 70-632: Microsoft Office Project 2007, Configuring exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and wha	1
	Practice Exam 2 (Microsoft Office Project 2007 MCTS 70-632 - Course 7)	This course presents questions that will help you prepare for the MCTS 70-632: Microsoft Office Project 2007, Configuring exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and wha	1

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	Practice Exam 3 (Microsoft Office Project 2007 MCTS 70-632 - Course 8)	This course presents questions that will help you prepare for the MCTS 70-632: Microsoft Office Project 2007, Configuring exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and wha	1
	Practice Exam 4 (Microsoft Office Project 2007 MCTS 70-632 - Course 9)	This course presents questions that will help you prepare for the MCTS 70-632: Microsoft Office Project 2007, Configuring exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and wha	1
Microsoft SharePoint Server 2007 MCTS 70-542	Managing Enterprise Content (Microsoft SharePoint Server 2007 MCTS 70-542 - Course 1)	This course covers developing applications in the Microsoft Office SharePoint Server 2007 environment, and utilizing programming languages such as XML to integrate functionality. SharePoint fundamentals covered in this course include customizing data retr	3
	Creating Business Intelligence Solutions (Microsoft SharePoint Server 2007 MCTS 70-542 - Course 2)	This course introduces the features and functionalities in Microsoft Office SharePoint Server 2007 that can be used to provide an infrastructure that makes it easy for decision-makers to access information anytime, anywhere. This course also covers busine	1
	Using the Business Data Catalog (Microsoft SharePoint Server 2007 MCTS 70-542 - Course 3)	This course introduces the features and functionalities in Microsoft Office SharePoint Server 2007 that can be used to serve business data from various Line-of-Business applications such as SAP, Siebel, and databases. This course also covers Business Data	1
	Accessing Application Platform Services (Microsoft SharePoint Server 2007 MCTS 70-542 - Course 4)	This course introduces the features and functionalities in Microsoft Office SharePoint Server 2007 that can be used to automate, customize, and manage data, configurations, processes and procedures. This course also covers various components such as the W	1
	Searching Data with the Search Service (Microsoft SharePoint Server 2007 MCTS 70-542 - Course 5)	This course introduces the features and functionalities in Microsoft Office SharePoint Server 2007 that can be used to search and retrieve enterprise content, with a focus on Enterprise Search Architecture, Querying Enterprise Search, Customizing the Sear	1

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	Targeting Content Based on Audience Membership (Microsoft SharePoint Server 2007 MCTS 70-542 - Course 6)	This course introduces the features and functionalities in Microsoft Office SharePoint Server 2007 that can be used to manage user information and Web Parts, with a focus on document policy features, document storage, business rules, resource lists, Web c	1
	Customizing Functionality with Profiles (Microsoft SharePoint Server 2007 MCTS 70-542 - Course 7)	This course introduces the features and functionalities in Microsoft Office SharePoint Server 2007 that can be used to customize User Profiles. This course also covers configuration and code requirements and associated features, such as LDAP and ADAM, for	1
Microsoft SharePoint Server 2007 MCTS 70-630	Getting Started with Microsoft Office SharePoint Server 2007 (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 1)	This course explains how to get started using SharePoint Server.	1
Microsoft SharePoint Server 2007 MCTS 70-630	Installing and Deploying SharePoint 2007 (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 2)	This course explains how to install and deploy SharePoint 2007.	1
	Configuring SharePoint 2007 (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 3)	This course covers SharePoint 2007 configuration.	1
	Building Sites and Site Collections (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 4)	This course explains how to build sites and site collections.	1
	Managing Users and Groups (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 5)	This course explains SharePoint users and groups.	1
	Configuring Authentication and Security (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 6)	This course explains how to configure authentication and security in SharePoint Server 2007.	1
	Configuring and Maintaining Lists and Libraries (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 7)	This course explains how to configure and maintain lists and libraries in SharePoint Server 2007.	1
	Configuring Web Part Pages, Web Parts, and Web Pages (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 8)	This course explains how to configure Web pages.	1
	Managing SharePoint Navigation and Search (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 9)	This course explains how to manage the navigation and search features in SharePoint.	1
	Working with Microsoft Documents in SharePoint (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 10)	This course explains how to get started using SharePoint content management.	1
	Working with Microsoft Outlook in SharePoint (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 11)	This course explains how to get started working with Microsoft Outlook in SharePoint.	1

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	Using Excel Services and Business Intelligence (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 12)	This course explains how to use Excel Services and business intelligence.	1
	Using Business Forms and Business Intelligence (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 13)	This course explains how to use business forms and business intelligence.	1
Microsoft SharePoint Server 2007 MCTS 70-630	Performing Advanced SharePoint Management (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 14)	This course explains how you perform advanced SharePoint management.	1
	Working with Content Management (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 15)	This course explains how to work with content management in SharePoint Server.	1
	Upgrading and Deploying Microsoft Office SharePoint Server 2007 (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 16)	This course explains how to upgrade and deploy SharePoint Server 2007.	1
	Practice Exam 1 (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 17)	This course presents questions that will help you prepare for the MCTS 70-630 TS: Microsoft Office SharePoint Server 2007, Configuring exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was	1
	Practice Exam 2 (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 18)	This course presents questions that will help you prepare for the MCTS 70-630 TS: Microsoft Office SharePoint Server 2007, Configuring exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was	1
	Practice Exam 3 (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 19)	This course presents questions that will help you prepare for the MCTS 70-630 TS: Microsoft Office SharePoint Server 2007, Configuring exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was	1
	Practice Exam 4 (Microsoft SharePoint Server 2007 MCTS 70-630 - Course 20)	This course presents questions that will help you prepare for the MCTS 70-630 TS: Microsoft Office SharePoint Server 2007, Configuring exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was	1
	Microsoft SQL Server 2005 Admin MCITP 70-444	Optimizing the Performance of Databases and Database Servers (Microsoft SQL Server 2005 Admin MCITP 70-444 - Course 1)	This course covers optimizing database performance at the server, instance, and database levels.

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Microsoft SQL Server 2005 Admin MCITP 70-444	Optimizing the Performance of Queries (Microsoft SQL Server 2005 Admin MCITP 70-444 - Course 2)	This course covers optimizing and maintaining query performance. It also addresses troubleshooting concurrency issues.	1
	Optimizing and Implementing a Data Recovery Plan for a Database (Microsoft SQL Server 2005 Admin MCITP 70-444 - Course 3)	This course covers optimizing and implementing a data recovery plan for databases.	1
	Designing a Strategy to Monitor a Database Solution (Microsoft SQL Server 2005 Admin MCITP 70-444 - Course 4)	This course covers designing monitoring strategies. It also addresses baselines, thresholds, and notifications.	1
	Designing a Strategy to Maintain a Database Solution (Microsoft SQL Server 2005 Admin MCITP 70-444 - Course 5)	This course covers the design and implementation of a proactive maintenance solution that will ensure that your database solutions are optimal.	1
	Designing and Managing SSIS Packages (Microsoft SQL Server 2005 Admin MCITP 70-444 - Course 6)	This course covers designing and managing SSIS Packages.	1
	Designing a Database Data Management Strategy (Microsoft SQL Server 2005 Admin MCITP 70-444 - Course 7)	This course covers enforcing data quality according to business requirements and designing for data integrity.	1
	Designing a Strategy to Manage Replication (Microsoft SQL Server 2005 Admin MCITP 70-444 - Course 8)	This course covers recommendations for designing a replication management strategy.	1
	Protecting Your SQL Server from Attack (Microsoft SQL Server 2005 Admin MCITP 70-444 - Course 9)	This course covers considerations for protecting your SQL server.	1
	Designing a Strategy to Manage and Maintain Database Security (Microsoft SQL Server 2005 Admin MCITP 70-444 - Course 10)	This course covers maintaining monitoring strategies at the server and user levels.	1
	Practice Exam 1 (Microsoft SQL Server 2005 Admin MCITP 70-444 - Course 11)	This course presents questions that will help you prepare for the MCITP 70-444 PRO: Optimizing and Maintaining a Database Administration Solution by Using Microsoft SQL Server 2005 exam. The feedback for each question provides in-depth background on the t	1
	Practice Exam 2 (Microsoft SQL Server 2005 Admin MCITP 70-444 - Course 12)	This course presents questions that will help you prepare for the MCITP 70-444 PRO: Optimizing and Maintaining a Database Administration Solution by Using Microsoft SQL Server 2005 exam. The feedback for each question provides in-depth background on the t	1

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Microsoft SQL Server 2005 Admin MCITP 70-444	Practice Exam 3 (Microsoft SQL Server 2005 Admin MCITP 70-444 - Course 13)	This course presents questions that will help you prepare for the MCITP 70-444 PRO: Optimizing and Maintaining a Database Administration Solution by Using Microsoft SQL Server 2005 exam. The feedback for each question provides in-depth background on the t	1
Microsoft SQL Server 2005 Data Access MCITP 70-442	Designing Data Access (Microsoft SQL Server 2005 Data Access MCITP 70-442 - Course 1)	This course explains how to select technology for accessing data using SQL Server 2005.	1
	Designing Application Access (Microsoft SQL Server 2005 Data Access MCITP 70-442 - Course 2)	This course explains how client libraries are used to manage SQL Server 2005.	1
	Designing Queries (Microsoft SQL Server 2005 Data Access MCITP 70-442 - Course 3)	This course covers writing, analyzing, and modifying queries to improve their performance for the SQL Server 2005 database engine.	1
	Using Cursors (Microsoft SQL Server 2005 Data Access MCITP 70-442 - Course 4)	This course covers the appropriate use of cursors in SQL Server 2005.	1
	Planning Error Handling (Microsoft SQL Server 2005 Data Access MCITP 70-442 - Course 5)	This course covers the improved SQL Server 2005 error-handling techniques.	1
	Planning a Transaction Strategy (Microsoft SQL Server 2005 Data Access MCITP 70-442 - Course 6)	This course explains how to maximize concurrency while maintaining data integrity by managing transactions and transaction scopes.	1
	Optimizing and Tuning Queries for Performance (Microsoft SQL Server 2005 Data Access MCITP 70-442 - Course 7)	This course covers improving query performance in SQL Server 2005.	1
	Optimizing Indexing Strategies (Microsoft SQL Server 2005 Data Access MCITP 70-442 - Course 8)	This course covers the types of indexes SQL Server 2005 supports, when you should use each type, index maintenance, and new features related to indexes.	1
	Scaling Out Applications (Microsoft SQL Server 2005 Data Access MCITP 70-442 - Course 9)	This course covers the requirements of designing applications so they can be scaled out to the enterprise level.	1
	Resolving Performance Problems (Microsoft SQL Server 2005 Data Access MCITP 70-442 - Course 10)	This course covers tuning database application performance at the server level.	1
	Optimizing Data Storage (Microsoft SQL Server 2005 Data Access MCITP 70-442 - Course 11)	This course covers optimizing data storage for best performance by using proper design and selecting optimal data types.	1

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Microsoft SQL Server 2005 Data Access MCITP 70-442	Practice Exam 1 (Microsoft SQL Server 2005 Data Access MCITP 70-442 - Course 12)	This course presents questions that will help you prepare for the MCITP 70-442: PRO: Designing and Optimizing Data Access by Using Microsoft SQL Server 2005 exam. The feedback for each question provides in-depth background on the topic, including why each	1
	Practice Exam 2 (Microsoft SQL Server 2005 Data Access MCITP 70-442 - Course 13)	This course presents questions that will help you prepare for the MCITP 70-442: PRO: Designing and Optimizing Data Access by Using Microsoft SQL Server 2005 exam. The feedback for each question provides in-depth background on the topic, including why each	1
	Practice Exam 3 (Microsoft SQL Server 2005 Data Access MCITP 70-442 - Course 14)	This course presents questions that will help you prepare for the MCITP 70-442: PRO: Designing and Optimizing Data Access by Using Microsoft SQL Server 2005 exam. The feedback for each question provides in-depth background on the topic, including why each	1
Microsoft SQL Server 2005 Design MCITP 70-443	Designing the Hardware and Software Infrastructure (Microsoft SQL Server 2005 Design MCITP 70-443 - Course 1)	This course covers planning and designing a database infrastructure.	2
	Designing Physical Storage (Microsoft SQL Server 2005 Design MCITP 70-443 - Course 2)	This course covers how to best design and organize physical storage.	1
	Designing a Consolidation Strategy (Microsoft SQL Server 2005 Design MCITP 70-443 - Course 3)	This course covers developing a database consolidation strategy.	2
	Designing Database-Level Security (Microsoft SQL Server 2005 Design MCITP 70-443 - Course 4)	This course covers designing an effective database-level security policy for SQL Server 2005 instances.	1
	Designing Windows Server-Level Security Processes (Microsoft SQL Server 2005 Design MCITP 70-443 - Course 5)	This course covers how the server-wide security parameters of SQL Server are determined and set globally for each instance.	1
	Designing SQL Server Service-Level Security (Microsoft SQL Server 2005 Design MCITP 70-443 - Course 6)	This course covers server-level SQL Server security items that affect the entire database service.	1
	Designing SQL Server Object-Level Security (Microsoft SQL Server 2005 Design MCITP 70-443 - Course 7)	This course covers the lowest level of security - the objects that store and interact with data.	1
	Designing a Physical Database (Microsoft SQL Server 2005 Design MCITP 70-443 - Course 8)	This course covers creating, configuring, and administering databases in order to maximize their performance.	1

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Microsoft SQL Server 2005 Design MCITP 70-443	Creating Database Conventions and Standards (Microsoft SQL Server 2005 Design MCITP 70-443 - Course 9)	This course covers database conventions and standards.	1
	Designing a SQL Server 2005 Solution for High Availability (Microsoft SQL Server 2005 Design MCITP 70-443 - Course 10)	This course covers the technologies used in SQL Server to achieve a highly available database server.	1
	Designing a Data Recovery Solution for a Database (Microsoft SQL Server 2005 Design MCITP 70-443 - Course 11)	This course covers planning a data recovery strategy for databases, including a backup and restore plan.	1
	Designing a Data-Archiving Solution (Microsoft SQL Server 2005 Design MCITP 70-443 - Course 12)	This course covers designing a data-archiving solution.	1
	Practice Exam 1 (Microsoft SQL Server 2005 Design MCITP 70-443 - Course 13)	This course presents questions that will help you prepare for the MCITP 70-443: PRO: Designing a Database Server Infrastructure by Using Microsoft SQL Server 2005 exam. The feedback for each question provides in-depth background on the topic, including wh	1
	Practice Exam 2 (Microsoft SQL Server 2005 Design MCITP 70-443 - Course 14)	This course presents questions that will help you prepare for the MCITP 70-443: PRO: Designing a Database Server Infrastructure by Using Microsoft SQL Server 2005 exam. The feedback for each question provides in-depth background on the topic, including wh	1
Microsoft SQL Server 2005 Solutions MCITP 70-441	Designing a Database Solution (Microsoft SQL Server 2005 Solutions MCITP 70-441 - Course 1)	This course covers creating a logical database design. It discusses (de)normalization, data types, domain integrity, physical entity implementation, entity integrity, and referential integrity.	1
	Designing Database Objects (Microsoft SQL Server 2005 Solutions MCITP 70-441 - Course 2)	This course covers designing database objects that define and retrieve data, extend the functionality of the server, and perform actions.	2
	Performance Tuning a Database Solution (Microsoft SQL Server 2005 Solutions MCITP 70-441 - Course 3)	This course covers establishing performance objectives, evaluating performance monitoring tools, and detecting and responding to performance problems.	1
	Securing a Database Solution (Microsoft SQL Server 2005 Solutions MCITP 70-441 - Course 4)	This course addresses setting up database security for particular database solutions and business needs.	1
	Designing Database Testing and Code Management Procedures (Microsoft SQL Server 2005 Solutions MCITP 70-441 - Course 5)	This course addresses database testing, deployment, and source code control.	1

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Microsoft SQL Server 2005 Solutions MCITP 70-441	Designing a Web Service Solution (Microsoft SQL Server 2005 Solutions MCITP 70-441 - Course 6)	This course addresses distributed application development and SQL Server 2005 support for XML Web services.	1
	Designing Messaging Services for a Database Solution (Microsoft SQL Server 2005 Solutions MCITP 70-441 - Course 7)	This course addresses the use of SQL Server Service Broker, SQL Server Notification Services, and SQL Server Database Mail.	1
	Designing a Reporting Services Solutions (Microsoft SQL Server 2005 Solutions MCITP 70-441 - Course 8)	This course addresses the use of SQL Server Reporting Services as a compelling reporting solution for database applications.	1
	Designing Data Integration Solutions (Microsoft SQL Server 2005 Solutions MCITP 70-441 - Course 9)	This course addresses extracting, transforming, and loading data with SQL Server 2005.	1
	Practice Exam 1 (Microsoft SQL Server 2005 Solutions MCITP 70-441 - Course 10)	This course presents questions that will help you prepare for the MCITP 70-441: PRO: Designing Database Solutions by Using Microsoft SQL Server 2005 exam. The feedback for each question provides in-depth background on the topic, including why each incorre	1
	Practice Exam 2 (Microsoft SQL Server 2005 Solutions MCITP 70-441 - Course 11)	This course presents questions that will help you prepare for the MCITP 70-441: PRO: Designing Database Solutions by Using Microsoft SQL Server 2005 exam. The feedback for each question provides in-depth background on the topic, including why each incorre	1
Microsoft SQL Server 2005 Upgrade MCITP 70-447	Practice Exam 1 (Microsoft SQL Server 2005 Upgrade MCITP 70-447 - Course 1)	This course presents questions that will help you prepare for the MCITP 70-447: UPGRADE: MCDBA Skills to MCITP Database Administrator by Using Microsoft SQL Server 2005 exam. The feedback for each question provides in-depth background on the topic, includ	1
	Practice Exam 2 (Microsoft SQL Server 2005 Upgrade MCITP 70-447 - Course 2)	This course presents questions that will help you prepare for the MCITP 70-447: UPGRADE: MCDBA Skills to MCITP Database Administrator by Using Microsoft SQL Server 2005 exam. The feedback for each question provides in-depth background on the topic, includ	1
	Practice Exam 3 (Microsoft SQL Server 2005 Upgrade MCITP 70-447 - Course 3)	This course presents questions that will help you prepare for the MCITP 70-447: UPGRADE: MCDBA Skills to MCITP Database Administrator by Using Microsoft SQL Server 2005 exam. The feedback for each question provides in-depth background on the topic, includ	1

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Microsoft SQL Server 2005 Upgrade MCITP 70-447	Practice Exam 4 (Microsoft SQL Server 2005 Upgrade MCITP 70-447 - Course 4)	This course presents questions that will help you prepare for the MCITP 70-447: UPGRADE: MCDBA Skills to MCITP Database Administrator by Using Microsoft SQL Server 2005 exam. The feedback for each question provides in-depth background on the topic, includ	1
	Practice Exam 5 (Microsoft SQL Server 2005 Upgrade MCITP 70-447 - Course 5)	This course presents questions that will help you prepare for the MCITP 70-447: UPGRADE: MCDBA Skills to MCITP Database Administrator by Using Microsoft SQL Server 2005 exam. The feedback for each question provides in-depth background on the topic, includ	1
Microsoft SQL Server 2008 Maintenance MCTS 70-432	Microsoft SQL Server 2008 Maintenance MCTS 70-432: 1 Practice Exam 1	This course presents questions that will help you prepare for the Microsoft SQL Server 2008 Maintenance MCTS 70-432 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to l	1
	Microsoft SQL Server 2008 Maintenance MCTS 70-432: 2 Practice Exam 2	This course presents questions that will help you prepare for the Microsoft SQL Server 2008 Maintenance MCTS 70-432 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to l	1
	Microsoft SQL Server 2008 Maintenance MCTS 70-432: 3 Practice Exam 3	This course presents questions that will help you prepare for the Microsoft SQL Server 2008 Maintenance MCTS 70-432 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to l	1
	Microsoft SQL Server 2008 Maintenance MCTS 70-432: 4 Practice Exam 4	This course presents questions that will help you prepare for the Microsoft SQL Server 2008 Maintenance MCTS 70-432 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to l	1
MS Exchange Server 5.5	Planning (MS Exchange Server 5.5 - Course 1)	This course shows users how to plan an Exchange Server organization and installation process.	4
	Strategies (MS Exchange Server 5.5 - Course 2)	This course shows users how to plan strategies for managing the Exchange Server infrastructure.	5
	Installing (MS Exchange Server 5.5 - Course 3)	This course shows users how to install Exchange Server and configure it for use.	5
MS Exchange Server 5.5	Configuring (MS Exchange Server 5.5 - Course 4)	This course shows users how to establish settings on Exchange Server for site management and connections.	6

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	Managing (MS Exchange Server 5.5 - Course 5)	This course shows users how to manage the operations of Exchange Server.	4
	Monitoring (MS Exchange Server 5.5 - Course 6)	This course shows users how to use numerous tools to monitor Exchange Server and configure it for optimum performance.	5
	Troubleshooting (MS Exchange Server 5.5 - Course 7)	This course shows users how to resolve common connection and installation problems.	3
	Connectivity (MS Exchange Server 5.5 - Course 8)	This course shows users how to resolve connection problems with other sites and other mail systems.	4
	Site Solutions (MS Exchange Server 5.5 - Course 9)	This course shows users how to resolve common site messaging and security problems.	4
Notes 5 Programming	Designing in Domino (Notes 5 Programming - Course 1)	This course provides an overview of the Domino Designer interface and an introduction to Notes databases.	4
	Pages and Forms (Notes 5 Programming - Course 2)	This course explains what you need to know to create high quality, Web-ready pages and forms.	4
	Organizing Info (Notes 5 Programming - Course 3)	This course provides you with the tools for making information easy to find and easy to use.	4
	Scripting (Notes 5 Programming - Course 4)	This course will introduce you to using scripts in your application and working with the Domino Object Model.	3
	LotusScript (Notes 5 Programming - Course 5)	This course gives you the tools you need to create agents and scripts in LotusScript.	4
	Java (Notes 5 Programming - Course 6)	This course gives you the tools you need to create agents and scripts in LotusScript.	3
Novell 560 CNE	NetWare Basics (Novell 560 CNE - Course 1)	This course introduces networking concepts and the role of NetWare 5. It also covers the procedures for installing the Novell Client and logging in to the NetWare 5 network.	3
	Installation (Novell 560 CNE - Course 2)	This course provides instructions on how to perform a basic and custom installation of NetWare 5 on a new computer.	4
	Using NDS (Novell 560 CNE - Course 3)	This course examines Novell Directory Services (NDS), including objects and object properties. This course shows users how to use the CX command to find NDS objects and set user context. It also shows users how to create User, Alias, and Group objects.	3
	File System (Novell 560 CNE - Course 4)	This course provides an introduction to NetWare 5 file system concepts and management procedures.	4
Novell 560 CNE	NDS Security (Novell 560 CNE - Course 5)	This course shows users how to control access to NDS objects by granting users rights and managing those rights.	3

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	File Security (Novell 560 CNE - Course 6)	This course provides an introduction to NetWare 5 file system security measures and procedures for setting file access rights.	2
	ZENworks (Novell 560 CNE - Course 7)	This course shows users how to distribute and manage applications over a NetWare 5 network by using ZENworks and Novell Application Launcher (NAL).	3
	Advanced ZENworks (Novell 560 CNE - Course 8)	This course shows users how to manage workstation environments by using various types of policy packages. The course also explains how to enable remote control workstation access and Help Requester.	4
	Distributed Printing (Novell 560 CNE - Course 9)	This course shows users how to set up Novell Distributed Printing Services (NDPS) on a NetWare 5 network.	2
Novell 570 CNE Advanced Administration	Upgrading or Migrating (Novell 570 CNE Advanced Administration - Course 1)	This course reviews the procedures for upgrading an existing NetWare server to NetWare 5 or migrating the information on an existing NetWare server to a new NetWare 5 server.	2
	Managing the Server (Novell 570 CNE Advanced Administration - Course 2)	This course provides instructions on how to manage a NetWare 5 server by using NLMs, configuration files, and ConsoleOne. The course also examines how to secure the server and enable Java support.	3
	The File System (Novell 570 CNE Advanced Administration - Course 3)	This course reviews the role of volumes and directories in the file system, including principles for structuring the file system. It also provides instruction on how to create custom volumes and directories.	3
	NSS and Backup (Novell 570 CNE Advanced Administration - Course 4)	This course examines how information on the NetWare 5 server can be stored in a Novell Storage System volume. It also examines the concepts and procedures for backing up and restoring both server and workstation data.	4
	Memory and CPU Performance (Novell 570 CNE Advanced Administration - Course 5)	This course shows users how to optimize server performance by using the MONITOR application and managing server memory.	3
	Disk and Network Performance (Novell 570 CNE Advanced Administration - Course 6)	This course shows the user advanced techniques for optimizing the server. These techniques increase the amount of data that can be stored on the server and the speed at which server communications occur.	3
Object-Oriented Analysis & Design	Intro (Object-Oriented Analysis & Design - Course 1)	This course provides an overview of object orientation and describes the process for developing object-oriented programming.	2

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	System (Object-Oriented Analysis & Design - Course 2)	This course explains the creation of object-oriented design and analysis systems.	4
OOP Using C++	Week 1 (OOP Using C++ - Course 1)	This course begins with a basic explanation of C++ components and quickly progresses to writing real object-oriented programs. Sample listings, complete with sample output and an analysis of code, illustrate the topics of the day.	13
	Week 2 (OOP Using C++ - Course 2)	This course begins with how pointers and references work and then moves on to the advanced use of functions. It also presents arrays and collections, explores inheritance and polymorphism and ends with a discussion of special classes and friends. Sample	13
	Week 3 (OOP Using C++ - Course 3)	This course begins with a discussion of advanced inheritance and then moves on to cover streams in depth. It also presents advanced tricks of the preprocessor, discusses object-oriented analysis and design, and introduces templates. Week 3 ends with an	12
Oracle	Introduction to PL/SQL (Oracle - Course 1)	This course provides an introduction to the PL/SQL, Oracle's procedural language extension to SQL.	5
	Overview of Developer/2000 (Oracle - Course 2)	This course presents the common features shared by the suite of tools in Oracle Developer/2000. These tools include Oracle Forms 4.5, Oracle Reports 2.5, Oracle Graphics 2.5, and Oracle Procedure Builder 1.5.	6
	Forms 4.5 and Reports 2.5 (Oracle - Course 3)	This course provides an overview of Oracle Forms 4.5 and Oracle Reports 2.5.	6
	Graphics 2.5 and Procedure Builder 1.5 (Oracle - Course 4)	This course provides an overview of Oracle Graphics 2.5 and Oracle Procedure Builder 1.5.	6
	Developer/2000 Applications (Oracle - Course 5)	This course explores the development of applications using Oracle Forms and Oracle Reports.	8
	Developer/2000 Integration (Oracle - Course 6)	This course explores the incorporation of Oracle Graphics displays into an application and the integration of Oracle Forms, Oracle Reports, Oracle Graphics, and Oracle Procedure Builder applications through a single point of entry for the user.	5
Oracle 10g Administration	Oracle Architectural Components (Oracle 10g Administration - Course 1)	This course provides an overview of the physical, memory, process, and logical structures that make up the Oracle 10g Database Server.	0.53
	Oracle Server Introduction (Oracle 10g Administration - Course 2)	This course provides information on Oracle's installation and configuration tools.	0.17

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	Database Architecture, Creation, and Interfaces (Oracle 10g Administration - Course 3)	This course provides an overview of programmatic interfaces within Oracle and different database architectures (shared server vs. dedicated server).	0.65
	Database Control and Storage Structures (Oracle 10g Administration - Course 4)	This course provides information on Oracle 10g's multithreaded agent technology, as well as Oracle's new Recycle Bin and Flashback technologies.	1.52
	Managing Users and Schemas (Oracle 10g Administration - Course 5)	This course provides the information you need to create, delete, and manage users, roles, and privileges within Oracle 10g.	1.92
	Data Management (Oracle 10g Administration - Course 6)	This course provides information pertaining to Oracle SQL*Loader and Data Pump technologies.	0.95
	PL/SQL (Oracle 10g Administration - Course 7)	This course provides an overview of PL/SQL, information on how to declare PL/SQL variables, understand PL/SQL syntax, and write PL/SQL exception handlers.	1.35
	Database Security Management (Oracle 10g Administration - Course 8)	This course provides information on Oracle 10g's password file, profile, and auditing technologies.	0.98
	Oracle Net Services (Oracle 10g Administration - Course 9)	This course provides information on Oracle's listener and Net Manager technologies.	0.45
	Oracle Shared Server (Oracle 10g Administration - Course 10)	This course provides information on Oracle's Shared Server technology.	0.47
	Database Performance Monitoring (Oracle 10g Administration - Course 11)	This course provides information on how Oracle gathers and uses statistics to tune and improve its performance.	0.73
	Database Maintenance (Oracle 10g Administration - Course 12)	This course provides information on how Oracle 10g establishes alert thresholds and gathers baseline metrics. It also explains how to use tuning and diagnostic advisors, as well as the Automatic Database Diagnostic Monitor (ADDM).	0.87
	Database Undo Management (Oracle 10g Administration - Course 13)	This course explains how to enable and configure Oracle's undo management and flashback technology.	0.9
	Database Locking Conflicts (Oracle 10g Administration - Course 14)	This course provides information on Oracle's row and table locking technology, as well as Oracle's deadlock management technology.	0.32
Oracle 10g Administration	Database Backup and Recovery Concepts (Oracle 10g Administration - Course 15)	This course provides information on how Oracle performs crash and instance recovery, as well as how Oracle works with redo log files and archived log files.	1.42
	Database Backups (Oracle 10g Administration - Course 16)	This course provides information on configuring and using Oracle's Flash Recovery area to assist in performing server-managed (RMAN) database backups.	0.97

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	Database Recovery (Oracle 10g Administration - Course 17)	This course provides information on how to recover information from your databases and how to use Flashback Drop and Flashback Database as alternatives to point-in-time (incomplete) recovery.	0.67
Oracle 10g Database Administration II 1Z0-043	Using Globalization Support Objectives (Oracle 10g Database Administration II 1Z0-043 - Course 1)	This course discusses the purpose and importance of Globalization Support, which allows Oracle users to interact with applications in their native languages using the conventions of those languages for displaying data. This course also covers the date and	1
	Configuring Recovery Manager (Oracle 10g Database Administration II 1Z0-043 - Course 2)	This course discusses the four main components of the Recovery Manager (RMAN) and its uses for interacting with databases and maintaining information.	1
	Recovering from User Errors (Oracle 10g Database Administration II 1Z0-043 - Course 3)	This course discusses using the Flashback Database feature to recover a table dropped by a user. This course also covers the Recycle Bin and how it can be used to recover dropped tables, nested tables, constraints, indexes, and other objects.	1
	Dealing with Database Corruption (Oracle 10g Database Administration II 1Z0-043 - Course 4)	This course provides information and instruction on database corruption, how it occurs, and how to handle it.	1
	Automatic Database Management (Oracle 10g Database Administration II 1Z0-043 - Course 5)	This course discusses the tools that help automate several routine administrative tasks, such as SQL tuning, space management, memory management, and overall performance diagnostics.	1
	Using Recovery Manager (Oracle 10g Database Administration II 1Z0-043 - Course 6)	This course discusses the Oracle database backup and recovery utility, Recovery Manager (RMAN).	1
	Recovering from Non-Critical Losses (Oracle 10g Database Administration II 1Z0-043 - Course 7)	This course discusses not only how to recover from non-critical losses, but also how good architecture and backup policies can assure that certain media losses remain non-critical.	1
	Oracle 10g Database Administration II 1Z0-043	Monitoring and Managing Storage (Oracle 10g Database Administration II 1Z0-043 - Course 8)	This course discusses the tools used to monitor and manage storage in an Oracle 10g Database, such as the Segment Advisor, the Undo Advisor, and the Redo Logfile Size Advisor. This course also covers index-organized tables, clustered tables, sorted hash c
Automatic Storage Management (Oracle 10g Database Administration II 1Z0-043 - Course 9)		This course discusses the use of Automatic Storage Management (ASM), and the different tools used to administer ASM.	1

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	Monitoring and Managing Memory (Oracle 10g Database Administration II 1Z0-043 - Course 10)	This course discusses the System Global Area (SGA) and its uses for shared memory management, as well as the Program Global Area (PGA) and its uses for private memory storage.	1
	Database Recovery (Oracle 10g Database Administration II 1Z0-043 - Course 11)	This course provides information and instruction on how to perform various types of database recovery.	1
	Flashback Database (Oracle 10g Database Administration II 1Z0-043 - Course 12)	This course discusses the Flashback Database and related technologies that are used in database recovery situations.	1
	Managing Resources (Oracle 10g Database Administration II 1Z0-043 - Course 13)	This course provides information and instruction on resource management using the Resource Manager feature of Oracle 10g.	1
	Automating Tasks with the Scheduler (Oracle 10g Database Administration II 1Z0-043 - Course 14)	This course provides information and instruction on how to perform the automation of tasks with the Scheduler.	1
	Practice Exam 1 (Oracle 10g Database Administration II 1Z0-043 - Course 15)	This course presents questions that will help you prepare for the Oracle 10g Database Administration II 1Z0-043 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look	1
	Practice Exam 2 (Oracle 10g Database Administration II 1Z0-043 - Course 16)	This course presents questions that will help you prepare for the Oracle 10g Database Administration II 1Z0-043 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look	1
	Practice Exam 3 (Oracle 10g Database Administration II 1Z0-043 - Course 17)	This course presents questions that will help you prepare for the Oracle 10g Database Administration II 1Z0-043 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look	1
Oracle 10g Database Administration II 1Z0-043	Practice Exam 4 (Oracle 10g Database Administration II 1Z0-043 - Course 18)	This course presents questions that will help you prepare for the Oracle 10g Database Administration II 1Z0-043 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look	1
	Practice Exam 5 (Oracle 10g Database Administration II 1Z0-043 - Course 19)	This course presents questions that will help you prepare for the Oracle 10g Database Administration II 1Z0-043 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look	1

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Oracle8	Installing Oracle (Oracle8 - Course 1)	This course introduces users to Oracle administration and shows how to install Oracle8.	4
	Database Management (Oracle8 - Course 2)	This course shows users how to manage the Oracle8 databases and servers.	5
	Building Databases (Oracle8 - Course 3)	This course shows users how to create and set up new Oracle databases.	4
	Files, Data, and Users (Oracle8 - Course 4)	This course shows users how to manage files, import and export data, and manage user accounts.	4
	Database Schema Objects (Oracle8 - Course 5)	This course shows users how to manage tables and indexes.	4
	Processes and Security (Oracle8 - Course 6)	This course explains server processes and discusses how to use Oracle security features.	4
	Backup and Recovery (Oracle8 - Course 7)	This course shows users how to protect Oracle database data by creating and using backups. It also shows them how to recover from hardware or software failure through various recovery and restoration processes.	5
Oracle9i Database Fundamentals 1Z0-031	Oracle Architecture and Tools (Oracle9i Database Fundamentals 1Z0-031 - Course 1)	This course introduces users to the major components of an Oracle server.	3
	Managing Instances and Creating Databases (Oracle9i Database Fundamentals 1Z0-031 - Course 2)	This course introduces users to managing an Oracle instance, creating a database, and using globalization parameters.	3
	Managing the Database Structure (Oracle9i Database Fundamentals 1Z0-031 - Course 3)	This course introduces users to data dictionaries, control files, and redo log files.	3
	Managing Tablespaces and Datafiles (Oracle9i Database Fundamentals 1Z0-031 - Course 4)	This course introduces users to creating and managing tablespaces.	2
Oracle9i Database Fundamentals 1Z0-031	Managing Storage Structures and Undo Data (Oracle9i Database Fundamentals 1Z0-031 - Course 5)	This course introduces users to the underlying storage structure of a database and to using undo segments.	4
	Managing Tables (Oracle9i Database Fundamentals 1Z0-031 - Course 6)	This course introduces users to creating and managing table structures.	3
	Managing Indexes and Data Integrity (Oracle9i Database Fundamentals 1Z0-031 - Course 7)	This course introduces users to indexes and data integrity constraints.	3
	Managing Users and Profiles (Oracle9i Database Fundamentals 1Z0-031 - Course 8)	This course introduces users to creating and managing users and to control resources using profiles.	2
	Managing Privileges and Roles (Oracle9i Database Fundamentals 1Z0-031 - Course 9)	This course introduces users to system and object privileges and user roles.	3
	Exam Preparation (Oracle9i Database Fundamentals 1Z0-031 - Course 10)	This course allows users to practice answering questions in order to prepare for taking the exam.	3

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Oracle9i Database Fundamentals II 1Z0-032	Networking Overview (Oracle9i Database Fundamentals II 1Z0-032 - Course 1)	This course provides an overview of network configurations and the solutions provided by Oracle to manage networks.	1
	Basic Oracle Net Architecture (Oracle9i Database Fundamentals II 1Z0-032 - Course 2)	This course provides an overview of the Oracle Net technology and its architecture and structure atop basic industry standard protocols.	1
	Basic Oracle Net Server-Side Configuration (Oracle9i Database Fundamentals II 1Z0-032 - Course 3)	This course provides an introduction to the purpose and functionality of the listener in the Oracle Net environment, and how to configure and control the listener.	1
	Basic Oracle Net Services Client-Side Configuration (Oracle9i Database Fundamentals II 1Z0-032 - Course 4)	This course provides an introduction to Oracle Net's different naming methods and their respective advantages and disadvantages.	1
	Usage and Configuration of the Oracle Shared Server (Oracle9i Database Fundamentals II 1Z0-032 - Course 5)	This course describes how Oracle's shared server architecture allows a small number of shared servers to perform the same amount of processing as several dedicated servers.	1
	Backup and Recovery Overview (Oracle9i Database Fundamentals II 1Z0-032 - Course 6)	This course provides a foundation of Oracle backup and recovery fundamentals. It also covers how to classify and design backup and recovery strategies, create and implement disaster recovery plans, and describe and utilize Oracle's high availability featu	1
Oracle9i Database Fundamentals II 1Z0-032	Instance and Media Recovery Structures (Oracle9i Database Fundamentals II 1Z0-032 - Course 7)	This course provides information on Oracle's memory structures, background processes and datafiles. It also highlights the importance of checkpoints during instance recovery and the use of fast-start checkpoints and parallel recovery in tuning the recover	1
	Configuring the Database Archiving Mode (Oracle9i Database Fundamentals II 1Z0-032 - Course 8)	This course covers how to configure a database in ARCHIVELOG mode, perform manual or automatic archiving, and multiplex archived redo logs. It also covers the modes in which a database can operate and the ramifications of operating the database in a given	1
	Oracle Recovery Manager Overview and Configuration (Oracle9i Database Fundamentals II 1Z0-032 - Course 9)	This course describes how to use Oracle's Recovery Manager (RMAN) utility to perform backup and recovery.	1
	User-Managed Backups (Oracle9i Database Fundamentals II 1Z0-032 - Course 10)	This course describes how to perform user-managed backup and recovery. It also covers how to perform closed and open database backups, manage backup and recovery of control files and archived log files, recover from backup failures, and use the DBVERIFY	1

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	RMAN Backups (Oracle9i Database Fundamentals II 1Z0-032 - Course 11)	This course describes RMAN's image copy and backup set structures. It also covers how to perform backups of Oracle databases, control files and archived redo log files using RMAN.	1
	User-Managed Complete Recovery (Oracle9i Database Fundamentals II 1Z0-032 - Course 12)	This course provides a foundation for recovering from a crash without losing any information through the explicit use of the RESTORE and RECOVER commands.	1
	RMAN Complete Recovery (Oracle9i Database Fundamentals II 1Z0-032 - Course 13)	This course describes the fundamentals of using Oracle's Recovery Manager to perform complete recovery without loss of data.	1
	User-Managed Incomplete Recovery (Oracle9i Database Fundamentals II 1Z0-032 - Course 14)	This course describes how to recover without necessarily applying all available redo - a process called incomplete recovery. It also covers how and when to perform incomplete recovery, the implications of incomplete recovery, and techniques for improving	1
Oracle9i Database Fundamentals II 1Z0-032	RMAN Incomplete Recovery (Oracle9i Database Fundamentals II 1Z0-032 - Course 15)	This course introduces the fundamentals of incomplete recovery using Oracle's Recovery Manager (RMAN) utility. It also covers how and when to perform incomplete recovery, and the consequences of performing incomplete recovery.	1
	RMAN Maintenance (Oracle9i Database Fundamentals II 1Z0-032 - Course 16)	This course covers the use of the RMAN CROSSCHECK command. It also covers how to catalog backups made with operating system commands and maintaining the RMAN repository.	1
	Recovery Catalog Creation and Maintenance (Oracle9i Database Fundamentals II 1Z0-032 - Course 17)	This course explains the use and efficiency of the Recovery Manager. It also covers the use of a recovery catalog to store RMAN information and how to use it to extend and improve the behavior of RMAN.	1
	Transporting Data Between Databases (Oracle9i Database Fundamentals II 1Z0-032 - Course 18)	This course provides an overview on how to use Oracle's export and import utilities to perform logical copies of information in databases and transport information between databases.	1
	Loading Data into a Database (Oracle9i Database Fundamentals II 1Z0-032 - Course 19)	This course provides information on how to use SQL*Loader to perform conventional and direct-path loads of data into the database. It also describes how to perform direct data loads from flat files and other formatted files into an Oracle database.	1

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	Practice Exam 1 (Oracle9i Database Fundamentals II 1Z0-032 - Course 20)	This course presents questions that will help you prepare for the Oracle9i Database Fundamentals II 1Z0-032 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for	1
	Practice Exam 2 (Oracle9i Database Fundamentals II 1Z0-032 - Course 21)	This course presents questions that will help you prepare for the Oracle9i Database Fundamentals II 1Z0-032 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for	1
	Practice Exam 3 (Oracle9i Database Fundamentals II 1Z0-032 - Course 22)	This course presents questions that will help you prepare for the Oracle9i Database Fundamentals II 1Z0-032 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for	1
Oracle9i Database Fundamentals II 1Z0-032	Practice Exam 4 (Oracle9i Database Fundamentals II 1Z0-032 - Course 23)	This course presents questions that will help you prepare for the Oracle9i Database Fundamentals II 1Z0-032 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for	1
	Practice Exam 5 (Oracle9i Database Fundamentals II 1Z0-032 - Course 24)	This course presents questions that will help you prepare for the Oracle9i Database Fundamentals II 1Z0-032 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for	1
Oracle9i Database Performance Tuning 1Z0-033	Performance Tuning Overview (Oracle9i Database Performance Tuning 1Z0-033 - Course 1)	This course provides an overview of Oracle9i performance tuning, with an emphasis on job roles, problems, and considerations. It also discusses tuning during development phases, as well as performance and safety tradeoffs.	1
	Sizing the Buffer Cache (Oracle9i Database Performance Tuning 1Z0-033 - Course 2)	This course discusses issues related to using the buffer cache, which holds blocks of memory while Oracle processes perform operations on them.	1
	Sizing Other SGA Structures (Oracle9i Database Performance Tuning 1Z0-033 - Course 3)	This course discusses System Global Area (SGA) structures, such as the redo log buffer, the Java pool, and the Java session memory. It also examines other topics, such as I/O slaves and database writer processors.	1

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	Monitoring and Detecting Lock Contention (Oracle9i Database Performance Tuning 1Z0-033 - Course 4)	This course discusses lock contention strategies and how to handle problems and errors that arise from locking.	1
	Using Oracle Blocks Efficiently (Oracle9i Database Performance Tuning 1Z0-033 - Course 5)	This course discusses the performance implications of space management, and how the use of blocks can make a difference in space management.	1
	Diagnostic and Tuning Tools (Oracle9i Database Performance Tuning 1Z0-033 - Course 6)	This course discusses the tools used for performance tuning and diagnostics, such as the Alert Log file, trace files, dictionary and dynamic performance views, and the Statspack.	1
	Database Configuration and I/O Issues (Oracle9i Database Performance Tuning 1Z0-033 - Course 7)	This course discusses how to configure the Oracle9i database and balance input/output (I/O) in order to prevent contention.	1
Oracle9i Database Performance Tuning 1Z0-033	Optimizing Sort Operations (Oracle9i Database Performance Tuning 1Z0-033 - Course 8)	This course discusses various methods of using and tuning sort operations in the Oracle9i Database, with an emphasis on the sorting process and sort area parameters.	1
	Tuning Oracle Shared Server (Oracle9i Database Performance Tuning 1Z0-033 - Course 9)	This course discusses the Oracle Shared Server environment, which allows for multiple user processes to share a limited number of server processes.	1
	Application Tuning (Oracle9i Database Performance Tuning 1Z0-033 - Course 10)	This course discusses the Oracle9i Database Administrator's involvement in application tuning, with an emphasis on stored structures, indexes, materialized views, and query rewrites.	1
	SQL Statement Tuning (Oracle9i Database Performance Tuning 1Z0-033 - Course 11)	This course discusses various tools that Oracle Database Administrators can use to tune SQL statements.	1
	Sizing the Shared Pool (Oracle9i Database Performance Tuning 1Z0-033 - Course 12)	This course discusses how Oracle9i Database Administrators can adequately size the shared pool in order to cache and reload SQL, PL/SQL, and data dictionary information.	1
	Diagnosing Contention for Latches (Oracle9i Database Performance Tuning 1Z0-033 - Course 13)	This course discusses the use of latches, which are locking mechanisms that serialize access to shared data structures and shared memory allocations in the System Global Area (SGA).	1
	Tuning the Operating System and Using Resource Manager (Oracle9i Database Performance Tuning 1Z0-033 - Course 14)	This course discusses the similar responsibilities of Database Administrators and System Administrators, as well as their relation to tuning an Operating System (OS).	1

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	Practice Exam 1 (Oracle9i Database Performance Tuning 1Z0-033 - Course 15)	This course presents questions that will help you prepare for the Oracle9i Database Performance Tuning 1Z0-033 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look f	1
	Practice Exam 2 (Oracle9i Database Performance Tuning 1Z0-033 - Course 16)	This course presents questions that will help you prepare for the Oracle9i Database Performance Tuning 1Z0-033 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look f	1
Oracle9i Database Performance Tuning 1Z0-033	Practice Exam 3 (Oracle9i Database Performance Tuning 1Z0-033 - Course 17)	This course presents questions that will help you prepare for the Oracle9i Database Performance Tuning 1Z0-033 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look f	1
	Practice Exam 4 (Oracle9i Database Performance Tuning 1Z0-033 - Course 18)	This course presents questions that will help you prepare for the Oracle9i Database Performance Tuning 1Z0-033 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look f	1
Oracle9i SQL 1Z0-007	Introduction to SQL (Oracle9i SQL 1Z0-007 - Course 1)	This course provides an introduction to the Oracle9i relational database management system and basic database concepts.	3
	Intermediate Queries (Oracle9i SQL 1Z0-007 - Course 2)	This course provides information about using the SELECT statement and using the WHERE and ORDER BY clauses in Oracle9i SQL.	2
	Queries with Single-Row Functions (Oracle9i SQL 1Z0-007 - Course 3)	This course examines the types and uses of functions available for various data types in Oracle9i SQL.	2
	Combining Tables (Oracle9i SQL 1Z0-007 - Course 4)	This course examines joining tables in Oracle9i SQL using the ANSI format JOIN clause and the Oracle proprietary format.	2
	Grouping and Summarizing Data (Oracle9i SQL 1Z0-007 - Course 5)	This course examines the summarizing of query results into groups using the GROUP BY clause in Oracle9i SQL.	1
	Advanced Queries and Views (Oracle9i SQL 1Z0-007 - Course 6)	This course provides an in-depth look at using subqueries and views in Oracle9i SQL.	2
	Working with Data (Oracle9i SQL 1Z0-007 - Course 7)	This course examines the four main commands used in SQL to add, modify, remove, and merge rows of data in database tables.	2

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	Creating Tables and Constraints (Oracle9i SQL 1Z0-007 - Course 8)	This course examines creating and changing tables and defining constraints on tables in Oracle9i SQL.	2
	Database Objects and User Security (Oracle9i SQL 1Z0-007 - Course 9)	This course examines how to create database objects including sequences, synonyms, and indexes in Oracle9i SQL. It also covers sharing table data with other users through privileges and roles.	4
	SQL*Plus And iSQL*Plus Reporting and PL/SQL (Oracle9i SQL 1Z0-007 - Course 10)	This course examines how to use environment settings, variables, and special SQL Plus commands to generate professional looking reports in Oracle9i SQL.	3
Oracle9i SQL 1Z0-007	Practice Exam (Oracle9i SQL 1Z0-007 - Course 11)	This course provides questions to prepare users who plan to take exam 1Z0-007: Introduction to Oracle9i: SQL.	1
Photoshop	Managing Graphics Files (Photoshop - Course 1)	This course explains how to save, manage, and use graphics files and formats with Photoshop.	3
	Colors, Brushes, and Printing (Photoshop - Course 2)	This course shows users how to use choose colors, use paint tools and brushes, and print graphic images in Photoshop.	4
	Selecting and Retouching (Photoshop - Course 3)	This course explains how to select and crop portions of an image file and how to touch up a scanned photograph using the Rubber Stamp tool.	2
	Text, Fills, and Actions (Photoshop - Course 4)	This course shows how to use text and fill regions with color in Photoshop, as well as how to change actions in the History list and repeat batch actions.	4
	Using Layers and Plug-Ins (Photoshop - Course 5)	This course explains how to take advantage of layers and plug-ins in Photoshop.	4
	Manipulating Images (Photoshop - Course 6)	This course shows users how to use lighting, sharpening, and blur effects to change images.	2
Photoshop 7	The Application and Its Elements (Photoshop 7 - Course 1)	This course provides an overview of the use of the Photoshop 7 interface and new product features.	3
	Opening and Navigating Images (Photoshop 7 - Course 2)	This course shows users how to use Photoshop 7 to open images from a variety of sources (including CDs and digital cameras), navigate the File Browser, zoom in and out, as well as manage rulers, grids and guides.	3
	Pixels, Image Sizes, and Color (Photoshop 7 - Course 3)	This course shows users how to use Photoshop 7 to adjust image size, resolution, dimensions, and canvas size. It also covers how to mix channels, set up color management, choose color settings, define colors, and work in greyscale.	4

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	Saving and Printing (Photoshop 7 - Course 4)	This course shows users how to use Photoshop 7 to save images in a variety of formats (TIFF, JPEG, GIF, EPS, PICT, BMP, PDF, PSD) and print images, contact sheets, picture packages, as well as prepare images for off-set printing.	4
	The Paint Tools (Photoshop 7 - Course 5)	This course shows users how to use Photoshop 7 to work with the Pencil and Brush tools, select brushes and create new brushes, and experiment with Brush modes. It also covers how to create and modify shapes.	4
Photoshop 7	Modifying Images (Photoshop 7 - Course 6)	This course shows users how to use Photoshop 7 to crop, trim, retouch, smudge, blur, dodge, burn, saturate, and liquify images.	2
	Cleaning Images and Undoing (Photoshop 7 - Course 7)	This course shows users how to use Photoshop 7 to work with the Dust & Scratches command, Rubber Stamp tool, Healing Brush, and Patch tools when cleaning images. It also covers how to undo and redo past actions using a variety of methods (Undo/Redo command)	4
	Making Selections (Photoshop 7 - Course 8)	This course shows users how to use Photoshop 7 to create selections and paths with the Lasso, Marquee, Magic Wand, Pen, and Eraser tools. It also covers how to make selections using the Color Range and Extract commands.	4
	Modifying Selections and Color Filling (Photoshop 7 - Course 9)	This course shows users how to use Photoshop 7 to transform selections and paths, as well as move, clone, paint, and fill selections. It also covers how to create gradients and patterns.	4
	Layers (Photoshop 7 - Course 10)	This course shows users how to use Photoshop 7 to create, move, manipulate, lock, and organize layers. It also covers how to change the opacity of and erase layers, as well as apply and manage layer styles.	3
	Adding Type (Photoshop 7 - Course 11)	This course shows users how to use Photoshop 7 to create and edit point, box, outline, shadowed, and ghosted text. It also covers spell checking, rasterizing text, making shapes and paths from text, and creating type selection outlines.	3
	Filters & Color Correction (Photoshop 7 - Course 12)	This course shows users how to use Photoshop 7 to create a variety of effects (such as sharpening and blurring) using filters. It also covers how to use the color correction tools to improve an image.	3

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	Creating Graphics for the Web (Photoshop 7 - Course 13)	This course shows users how to use Photoshop 7 and Image Ready to create dynamic graphics for the Web. It also covers the pros and cons of common file formats (PNG, JPEG, GIF, WBMP), creating type and color palettes, and slicing graphics.	3
Photoshop CS	Getting Started (Photoshop CS - Course 1)	This course provides an introduction to Photoshop CS by teaching learners how to start the program, work with documents, and set preferences.	5
Photoshop CS	Navigation and Layers (Photoshop CS - Course 2)	This course provides information on navigating and measuring within Photoshop CS, working with layers in a document, and using the History palette.	5
	Selection and Color (Photoshop CS - Course 3)	This course provides information on using selection tools, colors, channels, and gradients in Photoshop CS.	7
	Paint, Drawing and Text (Photoshop CS - Course 4)	This course provides information about Adobe Photoshop CS painting, drawing, and text.	3
	Layer Styles and Filters (Photoshop CS - Course 5)	This course provides information on creating and modifying layer styles and filters in Photoshop CS.	5
	Adjustment Layers, Tools and Layer Masks (Photoshop CS - Course 6)	This course shows learners how to use Photoshop CS to manipulate and enhance images.	4
	Image Output and Web Design (Photoshop CS - Course 7)	This course provides an overview on various file formats and compression schemes used for optimizing and saving the documents for Web and other print media. It also provides information about concepts related to advanced Web design.	4
PHP and MySQL	Installing Required Software (PHP and MySQL - Course 1)	After taking this course, the learner will be able to download, install, configure, and test all the software required to create dynamic Web sites using PHP and MySQL.	2
	PHP Basics (PHP and MySQL - Course 2)	After taking this course, the learner will be able to describe the PHP scripting language, and create basic PHP scripts using proper PHP syntax.	3
	Programming with PHP (PHP and MySQL - Course 3)	After taking this course, the learner will be able to create elaborate scripts, write HTML forms, and program PHP to handle the form data.	4
	Creating Dynamic Web Sites (PHP and MySQL - Course 4)	This course provides the learner with step-by-step instructions for using PHP to create dynamic Web sites that are responsive to users and can alter content based on differing situations.	3

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	SQL and MySQL (PHP and MySQL - Course 5)	After taking this course, the learner will be able to create databases and tables, and sort and retrieve data using SQL and MySQL.	4
PHP and MySQL	Advanced SQL and MySQL (PHP and MySQL - Course 6)	After taking this course, the learner will be able to use the principles of database design, including normalization and use of forms. They will also be able to use MySQL to create relational databases, and perform searches on those databases.	3
	Error Handling and Debugging (PHP and MySQL - Course 7)	This course provides the learner with the steps and tools necessary to identify and correct errors that can occur when running PHP and MySQL applications.	2
	Using PHP with MySQL (PHP and MySQL - Course 8)	This course provides the learner with step-by-step instructions for using PHP to create dynamic Web sites that allow for database interactions such as the storing, gathering, and updating of information.	2
	Developing Web Applications (PHP and MySQL - Course 9)	This course provides the learner with information about a number of independent topics that are present in more sophisticated Web applications.	2
	Cookies and Sessions (PHP and MySQL - Course 10)	This course provides the learner with information about using cookies and sessions with PHP to overcome the statelessness of the Web.	3
	Web Application Security (PHP and MySQL - Course 11)	In this course, the learner will become familiar with methods for increasing the security of their web applications using PHP and MySQL. These techniques include methods of form validation, the ability to define patterns and then matching or replacing tho	3
	Extended Topics (PHP and MySQL - Course 12)	This course covers extended PHP topics that are worth considering in your development work, but not related to every Web application.	4
	Content Management Example (PHP and MySQL - Course 13)	After taking this course, the learner will become familiar with the foundational information required to build a sample content management site through PHP interactions using a database.	2
	User Registration Example (PHP and MySQL - Course 14)	This course provides an overview of the user registration system.	3

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	E-Commerce Example (PHP and MySQL - Course 15)	After taking this course, the learner will have the information and sample needed to create an e-commerce site using PHP and MySQL, including creating the database, creating the public and administrative pages, and managing the shopping cart.	3
PowerBuilder 9 Advanced Development	Source Code Control (PowerBuilder 9 Advanced Development - Course 1)	This course provides information about the basic requirements for any Version Control architecture. It also explains managing and controlling the source code asset of a typical PowerBuilder project.	2
	Deploying Applications and Using InfoMaker (PowerBuilder 9 Advanced Development - Course 2)	This course provides information about compiling and deploying PowerBuilder applications to end users. It also explains how to incorporate InfoMaker into PowerBuilder-based applications to provide end users with the ability to generate reports.	2
	Coding Techniques (PowerBuilder 9 Advanced Development - Course 3)	This course shows learners some best practices, tips, and coding techniques that, if applied, will make the use of PowerBuilder 9 more effective both in the short and long term.	3
	Techniques for Using DataWindows (PowerBuilder 9 Advanced Development - Course 4)	This course provides information on the advanced features available with PowerBuilder DataWindows, such as using expressions to change DataWindow behavior, creating dynamic nested reports, using dynamic SQL, and using client/server features.	3
	Graphic DataWindows and XML DataWindows (PowerBuilder 9 Advanced Development - Course 5)	The course shows learners how to create graphical interfaces with DataWindows and how to import and export XML into DataWindows.	2
Project Server 2003	Preparing To Use Project Server (Project Server 2003 - Course 1)	This course shows learners how to plan for the implementation of Project Server 2003. It provides insight into the process that needs to be followed in order to ensure that the organization accepts the changes resulting from Project Server implementation,	2
	Installing and Configuring Project Server (Project Server 2003 - Course 2)	This course provides information on installing and configuring Project Server 2003. Before Project Server 2003 can be installed, a variety of peripheral software needs to be installed and this information is also covered.	4
	Customizing Project Server (Project Server 2003 - Course 3)	This course provides information about setting up and customizing the Project Server database to meet organizational needs.	3

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	Customizing PWA and PWA Housekeeping (Project Server 2003 - Course 4)	This course shows learners how to customize Project Web Access and how to perform tasks to keep the Project Server database in good working order.	2
Project Server 2003	Identifying the Roles of the Project Manager and the Executive (Project Server 2003 - Course 5)	This course provides information on the roles of project managers and executives in Project Server 2003. It outlines a variety of tasks involved in managing projects and helps learners determine which individuals need to oversee those tasks.	4
	Using Project Web Access (Project Server 2003 - Course 6)	This course shows learners how to use Project Web Access to view tasks, update work, and enter new tasks.	2
Rational Unified Process	Understanding the RUP (Rational Unified Process - Course 1)	This course shows learners what the Rational Unified Process is and explains the motivation behind its development and its application. This course also provides an overview of the underlying development principles behind the RUP.	3
	Inception and Elaboration Phases (Rational Unified Process - Course 2)	This course provides learners with a detailed explanation of the first two phases of the RUP development process: Inception and Elaboration.	2
	Construction and Transition Phases (Rational Unified Process - Course 3)	This course provides learners with a detailed explanation of the final two phases of the RUP development process: Construction and Transition.	2
	Adopting the RUP (Rational Unified Process - Course 4)	This course explains the RUP product and how it can be extended and configured to meet specific needs. This course also outlines strategies for implementing the RUP, including incremental rollout, pilot projects, and training curricula.	2
	Planning an Iterative Project (Rational Unified Process - Course 5)	This course shows learners how to move from a waterfall approach to iterative development and how to plan an RUP project. This course also discusses common mistakes made when adopting the RUP, and how to avoid them.	3
	RUP for Project Managers, Analysts, and Architects (Rational Unified Process - Course 6)	This course provides a guide to the RUP tailored to the perspective of three crucial software development roles: project manager, analyst, and architect.	3
	RUP for Developers and Testers (Rational Unified Process - Course 7)	This course provides a guide to the RUP that is tailored to the perspective of two crucial software development roles: developer and tester.	3

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RDBMS	Database Principles (RDBMS - Course 1)	This course provides an introduction to relational database management systems. The course covers basic types of databases, data integrity, the relational model, entity relationship modeling, normalization, and performance measurement.	4
RPG IV Programming	Introduction to RPG (RPG IV Programming - Course 1)	This course provides an overview of the RPG programming language and general programming concepts needed to begin learning to program in RPG IV.	3
	Getting Started with RPG (RPG IV Programming - Course 2)	This course shows users how to write simple programs in RPG IV.	3
	Defining Data (RPG IV Programming - Course 3)	This course shows users how to define work fields, data structures, and other data items in RPG IV programs.	2
	Arithmetic Operations (RPG IV Programming - Course 4)	This course shows users how to perform arithmetic calculations in RPG IV programs.	3
	Flow of Control (RPG IV Programming - Course 5)	This course shows users how to write programs in RPG IV using top-down, structured design.	3
	Externally Described Files (RPG IV Programming - Course 6)	This course shows users how to write programs in RPG IV to access AS/400 database files.	3
	File Access and Record Manipulation (RPG IV Programming - Course 7)	This course shows users how to read, write, and update records in RPG IV programs.	3
	Interactive Applications (RPG IV Programming - Course 8)	This course shows users how to define display files and how to use them to develop interactive applications.	4
	Tables and Arrays (RPG IV Programming - Course 9)	This course shows users how to create, store, and access tables, and how to define and use arrays.	3
	Modular Programming (RPG IV Programming - Course 10)	This course shows users how RPG IV programs can communicate with one another by passing data values.	3
	Advanced Data Definition (RPG IV Programming - Course 11)	This course shows users how to use a number of advanced RPG IV features to define data in ways that facilitate data manipulation.	4
	Advanced Techniques (RPG IV Programming - Course 12)	This course shows users how to write RPG IV programs that use subfiles and online help.	2
	Maintaining the Past (RPG IV Programming - Course 13)	This course shows users how to recognize features and operations used extensively in earlier versions of RPG that are now considered obsolete but still supported.	2
SAS	Introduction (SAS - Course 1)	This course provides a preview of the SAS System and describes some of its software features and components. It also covers basic data concepts and the structure of the SAS programming language.	3

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	Using SAS (SAS - Course 2)	This course discusses the basic statements used when coding SAS programs and explains how to use the SAS log to troubleshoot coding errors. It also presents the different modes for executing SAS.	4
	Data Manipulation (SAS - Course 3)	This course covers optional SAS statements used to modify data so that more complex data analysis tasks can be performed.	4
	DATA Step Programming (SAS - Course 4)	This course describes statements and options available to program various features in the DATA step.	4
	Results (SAS - Course 5)	This course describes SAS procedures used to create more informative and specialized output as well as some basic statistical procedures.	5
	Display Manager System (SAS - Course 6)	This course explains how to use Display Manager, a full-screen facility that allows you to create and run SAS jobs interactively.	5
	Data Libraries (SAS - Course 7)	This course explains the model that SAS uses to store and access data in SAS files. It shows how to use SAS procedures and Display Manager windows to manage SAS data libraries and their members.	5
	Inputting Data and PROC SQL (SAS - Course 8)	This course describes ways to create and manipulate SAS data sets, including an introduction to using the SQL procedure in SAS.	4
	Combining and Updating Data Sets (SAS - Course 9)	This course presents various methods for combining and updating existing SAS data sets.	5
SAS 8	Introduction (SAS 8 - Course 1)	This course provides a preview of the SAS System and describes some of its software features and components. It also covers basic data concepts and the structure of the SAS programming language.	3
	Using SAS (SAS 8 - Course 2)	This course discusses the basic statements used when coding SAS programs and explains how to use the SAS log to troubleshoot coding errors. It also presents the different modes for executing SAS.	4
SAS 8	Data Manipulation (SAS 8 - Course 3)	This course covers optional SAS statements used to modify data so that more complex data analysis tasks can be performed.	4
	DATA Step Programming (SAS 8 - Course 4)	This course describes statements and options available to program various features in the DATA step.	4

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	Results (SAS 8 - Course 5)	This course describes SAS procedures used to create more informative and specialized output as well as some basic statistical procedures.	5
	Display Manager System (SAS 8 - Course 6)	This course explains how to use Display Manager, a full-screen facility that allows you to create and run SAS jobs interactively.	4
	Data Libraries (SAS 8 - Course 7)	This course explains the model that SAS uses to store and access data in SAS files. It shows how to use SAS procedures and Display Manager windows to manage SAS data libraries and their members.	5
	Inputting Data and PROC SQL (SAS 8 - Course 8)	This course describes ways to create and manipulate SAS data sets, including an introduction to using the SQL procedure in SAS.	4
	Combining and Updating Data Sets (SAS 8 - Course 9)	This course presents various methods for combining and updating existing SAS data sets.	5
Server 2003 Security Admin MCSA/MCSE 70-299	Implementing, Managing, and Troubleshooting Security Policies (Server 2003 Security Admin MCSA/MCSE 70-299 - Course 1)	This course provides an introduction to implementing, managing, and troubleshooting security policies.	2
	Network Communications Security and Patch Management (Server 2003 Security Admin MCSA/MCSE 70-299 - Course 2)	This course provides an introduction to network communications security and patch management.	2
	PKI Administration and IPSec Troubleshooting (Server 2003 Security Admin MCSA/MCSE 70-299 - Course 3)	This course provides an introduction to PKI administration and IPSec troubleshooting.	3
	Planning and Implementing Security for Remote Users and Wireless Networks (Server 2003 Security Admin MCSA/MCSE 70-299 - Course 4)	This course provides an introduction to planning and implementing security for remote users and wireless networks	2
	Practice Exams (Server 2003 Security Admin MCSA/MCSE 70-299 - Course 5)	This course provides practice exams to prepare the learner for the MCSA/MCSE 70-299 exam.	2
Solaris 8 System Administrator 310-011	Installation, Initialization, and Shutdown (Solaris 8 System Administrator 310-011 - Course 1)	This course provides an introduction to Solaris system administration terms and commands. It describes the various system configurations and the installation of the Solaris operating system on a workstation. It also provides an overview of the hardware an	3
	The Boot Process and Boot PROM (Solaris 8 System Administrator 310-011 - Course 2)	This course provides a general overview of the startup process, presents an introduction to OpenBoot, and gives specifics on /sbin/init, run levels, and run control scripts. Specific details on the OpenBoot firmware and kernel loading are also included.	3

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	User and Software Package Administration (Solaris 8 System Administrator 310-011 - Course 3)	This course explains the use of user and group login accounts, and shows how to add and remove additional applications after the operating system has already been installed.	3
	System Security and Remote Connection (Solaris 8 System Administrator 310-011 - Course 4)	This course shows how to protect data against loss due to a disaster, system failure, or intrusion. Topics include permissions, access control lists, auditing, network security, and controlling remote access to the system.	4
	Process Control (Solaris 8 System Administrator 310-011 - Course 5)	This course provides an introduction to Solaris processes, and shows how to view processes, understand the effects signals have on processes, and manage processes.	3
	File Systems, Files, and Directories (Solaris 8 System Administrator 310-011 - Course 6)	This course introduces the Solaris file systems, and explains the fundamentals of disk drives and their geometry and how Solaris uses a disk for file storage through its file systems. The management of Solaris file systems and disk space usage is also dis	5
	Disk Configuration (Solaris 8 System Administrator 310-011 - Course 7)	This course shows how to add, remove, and manage peripheral devices such as tape drives, disk drives, printers, and modems, as well as how to add a third-party device driver. Disk device naming conventions and administration are also covered.	2
	Backup and Recovery (Solaris 8 System Administrator 310-011 - Course 8)	This course explains the types of backups, the methods available for performing a backup, the importance of developing a solid backup strategy, and how to restore data if a loss is encountered.	3
Solaris 8 System Administrator 310-011	vi Editor and Command Syntax (Solaris 8 System Administrator 310-011 - Course 9)	This course describes the use of the vi Editor in Solaris 8 system administration, and provides an introduction to shell programming.	2
	LP Print Service (Solaris 8 System Administrator 310-011 - Course 10)	This course describes how to set up local printers, set up access to remote printers, and perform printer administration tasks using the Admintool GUI or the command line. It also examines the hardware and configuration issues involved in connecting a pri	2
	Practice Exam (Solaris 8 System Administrator 310-011 - Course 11)	This course provides practice questions to help the user self-assess readiness for the Sun Certified System Administrator for Solaris 8 Operating Environment, Part I exam, as well as gain familiarity with the exam format.	1

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Solaris 9 System Administrator 310-014/310-015	Installation and Maintenance (Solaris 9 System Administrator 310-014/310-015 - Course 1)	This course teaches learners the basic system administrator skills of installing, upgrading and maintaining a Solaris 9 system.	2
	The User Environment and System Security (Solaris 9 System Administrator 310-014/310-015 - Course 2)	In this course, learners will examine how to administer user accounts, as well as control system access, data access, system processes, and system programs. As a result, learners will be better able to maintain Solaris 9 user environments and ensure secur	3
	File and Disk Administration (Solaris 9 System Administrator 310-014/310-015 - Course 3)	In this course, learners will focus on how to administer the file and disk system, including file system basics and special disk operations. This will help prepare learners to administer file and disk systems as Solaris 9 system administrators.	3
	Backups, Printing, and the Network Environment (Solaris 9 System Administrator 310-014/310-015 - Course 4)	This course teaches learners to back up and restore the system, manage print configurations, and administer a Solaris 9 network, enabling them to develop an appropriate backup strategy, manage print services, and implement a variety of networking concepts	2
	Access Control, Syslog, and Advanced Disk Management (Solaris 9 System Administrator 310-014/310-015 - Course 5)	This course shows learners how to set and display Access Control Lists (ACLs), configure Role-Based Access Control (RBAC), use the syslog facility, and improve availability using a virtual disk management system. It also covers advanced installation techn	3
Solaris 9 System Administrator 310-014/310-015	Network File System and Name Services (Solaris 9 System Administrator 310-014/310-015 - Course 6)	This course teaches learners to administer the Network File System (NFS) and Network Information Service (NIS).	2
	Practice Exams (Solaris 9 System Administrator 310-014/310-015 - Course 7)	This course provides two practice exams for the Sun Certified System Administrator (SCSA) 310-014 and 310-015 exams. This gives learners the opportunity to assess their readiness to take the exam and identify topic areas in which they may need additional	2
SQL for the Windows Environment	Introduction to Databases and SQL (SQL for the Windows Environment - Course 1)	This course explains the basic structure and uses of databases and how to use the SQL SELECT statement to retrieve data.	2
	Filtering Data (SQL for the Windows Environment - Course 2)	This course explains how to filter data from a database with the SQL WHERE clause.	2
	Calculations and Functions (SQL for the Windows Environment - Course 3)	This course shows you how to manipulate data returned from a query using calculated fields and functions.	2

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	Summarizing Data (SQL for the Windows Environment - Course 4)	This course explains how to use the SQL aggregate functions to summarize data from database tables.	1
	Groups and Queries (SQL for the Windows Environment - Course 5)	This course explains how to use the GROUP BY and ORDER BY clauses to sort and group data. It also explains how to use subqueries and combined queries to add more options to retrievals using the SQL SELECT statement.	2
	Joins (SQL for the Windows Environment - Course 6)	This course shows you how to access data stored in multiple relational tables by using joins in your queries.	3
	Data and Tables (SQL for the Windows Environment - Course 7)	This course explains how to insert data into existing database tables and then modify or delete that data. It also explains how to create new database tables and modify or delete existing tables.	3
	Views and Stored Procedures (SQL for the Windows Environment - Course 8)	This course teaches the learner the use of views in SQL and how views can be used to simplify complex operations. It also provides an overview on the use and creation of stored procedures.	2
	Transaction Processing and Cursors (SQL for the Windows Environment - Course 9)	This course shows you how to use transaction processing to execute SQL operations in batches. This enables you to prevent processing errors from corrupting the database.	2
SQL for the Windows Environment	Advanced SQL Functions (SQL for the Windows Environment - Course 10)	This course explains the use of constraints in databases. The user will learn about primary and foreign keys, and unique and check constraints. The user will also learn about the use of indexes and triggers within databases. Finally, the user will receive	2
SQL Server 2000 Admin MCDBA MCSA MCSE 70-228	Basic Concepts and Installation (SQL Server 2000 Admin MCDBA MCSA MCSE 70-228 - Course 1)	This course provides a brief review of database structure, implementation, and the basic databases within SQL Server 2000 installations. It also gives an overview of the available versions of SQL Server 2000 and their uses. The basic requirements for pla	2
	Advanced Installation (SQL Server 2000 Admin MCDBA MCSA MCSE 70-228 - Course 2)	This course covers basic installation procedures and options for both default and named instance installations of SQL Server 2000. Additional topics include advanced installation procedures, configuration options, and upgrade implementations of SQL Server	2
	Creating and Managing Databases (SQL Server 2000 Admin MCDBA MCSA MCSE 70-228 - Course 3)	This course discusses the basic creation of databases and database objects within a SQL Server 2000 instance. The tools provided in SQL Server 2000 installations for creating these are the SQL Server Enterprise Manager, a graphical user interface (GUI) ma	2

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Disaster Recovery and Data Integrity (SQL Server 2000 Admin MCDBA MCSA MCSE 70-228 - Course 4)	This course explains the processes used in backing up and restoring databases and database files within an instance of SQL Server 2000 using the SQL Server Enterprise Manager and the SQL Query Analyzer. Additional topics include troubleshooting transactio	2	
Extracting and Securing Data (SQL Server 2000 Admin MCDBA MCSA MCSE 70-228 - Course 5)	This course covers the use of bulk insertion and update tools including both command-line and graphical user interface tools, such as the Data Transformation Services (DTS) utility. Additional topics include SQL Server 2000 security modes, connection auth	2	
Automation and Performance (SQL Server 2000 Admin MCDBA MCSA MCSE 70-228 - Course 6)	This course covers the capabilities included in SQL Server 2000 for automating routine tasks, allowing the database administrator to concentrate on development and tasks too complex for automation. Command-line options are available for most automation ca	2	
Practice Exams (SQL Server 2000 Admin MCDBA MCSA MCSE 70-228 - Course 7)	This course provides two practice exams for the Microsoft SQL 2000 Administration 70-228 certification exam.	1	
SQL Server 2000 Database Design MCSE 70-229	Data Modeling and Database Creation (SQL Server 2000 Database Design MCSE 70-229 - Course 1)	This course provides an overview of data modeling with an emphasis on relational database systems, and shows users how to implement a logical design by creating a database in SQL Server 2000.	4
	Database Objects (SQL Server 2000 Database Design MCSE 70-229 - Course 2)	This course shows users how to create and alter tables, define data types, and ensure integrity by implementing constraints.	2
	Retrieving and Modifying Data (SQL Server 2000 Database Design MCSE 70-229 - Course 3)	This course shows users how to retrieve, filter, and modify data using Transact-SQL, and explains techniques for importing and exporting data in SQL Server 2000.	2
	Indexes and Views (SQL Server 2000 Database Design MCSE 70-229 - Course 4)	This course explains the types of indexes and views available in SQL Server 2000, and shows how they can be used to enhance and control access to data.	3
	Database Programming (SQL Server 2000 Database Design MCSE 70-229 - Course 5)	This course shows users how to create and use stored procedures, triggers, functions, user-defined functions (UDFs), transactions, cursors, and locks in database application programming.	4
	Remote Data Access and XML (SQL Server 2000 Database Design MCSE 70-229 - Course 6)	This course explains techniques for accessing heterogeneous data using linked servers, ad hoc queries, and pass-through queries, and shows users how to retrieve and write data using XML.	2

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	Optimization and Security (SQL Server 2000 Database Design MCSE 70-229 - Course 7)	This course shows users the tools and techniques that can be used to monitor and optimize the performance of a SQL Server 2000 database, and how to design and implement a database security plan.	2
	Exam Preparation 1 (SQL Server 2000 Database Design MCSE 70-229 - Course 8)	This course provides practice questions with explanatory feedback for Microsoft Exam 70-229: Designing and Implementing Databases with Microsoft SQL Server 2000 Enterprise Edition.	1
	Exam Preparation 2 (SQL Server 2000 Database Design MCSE 70-229 - Course 9)	This course provides practice questions with explanatory feedback for Microsoft Exam 70-229: Designing and Implementing Databases with Microsoft SQL Server 2000 Enterprise Edition.	1
SQL Server 2005 MCTS 70-431	Installing and Configuring SQL Server 2005 (SQL Server 2005 MCTS 70-431 - Course 1)	This course explains how to prepare for the installation and configuration of SQL Server 2005.	2
SQL Server 2005 MCTS 70-431	Creating Databases (SQL Server 2005 MCTS 70-431 - Course 2)	This course explains how to use SQL Server 2005 to create databases and establish views you can employ to work with data.	2
	Working with Tables and Programmability Objects (SQL Server 2005 MCTS 70-431 - Course 3)	This course provides you with information concerning job skills tested by Microsoft Exam MCTS70-431.	3
	Implementing Database Objects (SQL Server 2005 MCTS 70-431 - Course 4)	This course explains how to work with the data in database tables.	4
	Supporting the XML Framework (SQL Server 2005 MCTS 70-431 - Course 5)	This course explains how to manage the XML data and features that are integrated into SQL Server 2005.	2
	Enhancing Data Consumption and Throughput (SQL Server 2005 MCTS 70-431 - Course 6)	This course explains how to move large amounts of data either within a single server or between servers. Bulk Copy Program (BCP) and SQL Server Integration Services (SSIS) are also discussed.	2
	Maintaining and Backing Up Databases (SQL Server 2005 MCTS 70-431 - Course 7)	This course explains how to use SQL Server 2005 to maintain and backup databases.	3
	Monitoring Performance (SQL Server 2005 MCTS 70-431 - Course 8)	This course explains how to monitor the performance of a SQL Server 2005 system.	2
	Troubleshooting and Optimizing (SQL Server 2005 MCTS 70-431 - Course 9)	This course explains how to troubleshoot issues that may arise when using SQL Server 2005. It also provides information on optimizing SQL Server for the best performance.	2
	Implementing High Availability (SQL Server 2005 MCTS 70-431 - Course 10)	This course explains how to implement high-availability solutions such as log shipping, database mirroring, failover clusters, and replication.	3

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	Practice Exams (SQL Server 2005 MCTS 70-431 - Course 11)	This course provides practice questions for the SQL Server 2005 MCTS 70-431 exam.	1
SQL Server 6.5	Introduction (SQL Server 6.5 - Course 1)	This course covers SQL Enterprise Manager and how to use it to create and manage database objects in Microsoft SQL Server 6.5.	9
	Installation and Setup (SQL Server 6.5 - Course 2)	This course provides instructions for installing Microsoft SQL Server 6.5 and setting up physical and mirror devices.	5
	Users and Replication (SQL Server 6.5 - Course 3)	This course provides instruction on implementing security and user administration and on configuring replication in Microsoft SQL Server 6.5.	9
SQL Server 6.5	Database Administration (SQL Server 6.5 - Course 4)	This course provides instruction on creating and maintaining databases and database logs. It also explains how to use DBCC to maintain the efficiency and reliability of Microsoft SQL Server 6.5 databases.	9
	System Management (SQL Server 6.5 - Course 5)	This course provides instruction on database maintenance through transaction logs and recovery as well as backup and restore. It also covers remote and distributed management options of Microsoft SQL Server 6.5.	7
	Tuning for Performance (SQL Server 6.5 - Course 6)	This course provides instruction on tuning Microsoft SQL Server 6.5 to optimize performance.	7
SQL Server 7 Admin	Security Strategy (SQL Server 7 Admin - Course 1)	This course shows users how to plan the security policies for a SQL Server 7 installation.	3
	System Requirements (SQL Server 7 Admin - Course 2)	This course shows users how to prepare for the hardware needs of a SQL Server 7.0 installation.	3
	Migration Planning (SQL Server 7 Admin - Course 3)	This course shows users how to migrate data from other sources into a SQL Server 7.0 installation.	3
	Replication Plans (SQL Server 7 Admin - Course 4)	This course shows users how to develop a strategy for system replication.	3
	Installing the Server (SQL Server 7 Admin - Course 5)	This course shows users how to go through the installation process for servers and clients.	4
	Other Installations (SQL Server 7 Admin - Course 6)	This course shows users how to perform unattended setups or upgrade from a previous version of SQL Server.	2
	Configuring (SQL Server 7 Admin - Course 7)	This course shows users how to configure SQL server and its services.	3
	Security Management (SQL Server 7 Admin - Course 8)	This course shows users how to assign access and roles to server users and databases.	3
	Managing Accounts (SQL Server 7 Admin - Course 9)	This course shows users how to administer login IDs, Database IDs, and roles.	2

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	Managing Permissions (SQL Server 7 Admin - Course 10)	This course shows users how to administer permissions and monitor server and database activity.	4
	Database Management (SQL Server 7 Admin - Course 11)	This course shows users how to create and maintain SQL server databases.	3
	Loading Databases (SQL Server 7 Admin - Course 12)	This course shows users how to load data from other sources into SQL Server databases.	3
	Backups and Restores (SQL Server 7 Admin - Course 13)	This course shows users how to back up and restore data on SQL Servers.	4
SQL Server 7 Admin	Managing Replication (SQL Server 7 Admin - Course 14)	This course shows users how to create and administer database replication.	3
	Management Tasks (SQL Server 7 Admin - Course 15)	This course shows users how to manage a variety of administrative tasks, including server jobs, events, alerts, linked servers, and remote servers.	3
	Monitoring Events (SQL Server 7 Admin - Course 16)	This course shows users how to monitor and trace engine events.	3
	Watching and Optimizing (SQL Server 7 Admin - Course 17)	This course shows users how to monitor and tune resource usage by SQL Server.	3
	Server Repair (SQL Server 7 Admin - Course 18)	This course shows users how to troubleshoot problems with installation upgrading and access to servers.	4
	More Troubleshooting (SQL Server 7 Admin - Course 19)	This course shows users how to resolve problems with database management and linked server issues.	4
Sun Java 2 Developer SCJD CX-310-252A/CX-310-027	Designing the Application (Sun Java 2 Developer SCJD CX-310-252A/CX-310-027 - Course 1)	This course shows learners how to analyze the objectives of the Java 2 Developer exam and how to design a sample application that successfully meets these objectives.	3
	Creating the Application (Sun Java 2 Developer SCJD CX-310-252A/CX-310-027 - Course 2)	This course shows learners how to create the back-end code for a sample application that meets the objectives of the programming assignment component of the Java 2 Developer certification.	2
	Completing the Application (Sun Java 2 Developer SCJD CX-310-252A/CX-310-027 - Course 3)	This course shows learners how to create the user interface for a sample application that meets the objectives of the programming assignment component of the Java 2 Developer certification, and how to test, package, and submit the completed programming as	3
	Exam Resources (Sun Java 2 Developer SCJD CX-310-252A/CX-310-027 - Course 4)	This course explains the essay exam component of the Java 2 Developer certification and provides background information about key programming concepts	2
Sybase	Introduction to Sybase (Sybase - Course 1)	This course provides an overview to Sybase SQL Server, the client/server system model, and the tools and components of Sybase System 11.	3

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	Using SQL Server (Sybase - Course 2)	This course introduces users to SQL Server and how to use it to create, manage, and access database information.	5
	System Administration (Sybase - Course 3)	This course provides an overview of the tasks and commands of a system administrator.	4
	User Administration (Sybase - Course 4)	This course shows users how to manage user accounts and groups in Sybase.	2
Sybase	Programming with T-SQL (Sybase - Course 5)	This course introduces users to basic T-SQL commands and functions through the isql interface.	3
	Querying Databases with T-SQL (Sybase - Course 6)	This course shows users how to create database queries and to manipulate the data received through queries.	3
	T-SQL Commands (Sybase - Course 7)	This course explains how to join queries, create subqueries, and how to insert and modify data in Sybase.	3
TCP/IP	Introduction to TCP/IP Concepts (TCP/IP - Course 1)	This course provides an overview of the use of TCP/IP with several different operating systems. The relationships between the OSI reference, Microsoft networking, and TCP/IP models are discussed. This leads into a detailed explanation of the TCP/IP Applic	3
	Data Delivery and Routing (TCP/IP - Course 2)	This course provides an overview of the processes involved in routing and delivering data through the TCP/IP Transport and Internet layers.	3
	Microsoft TCP/IP and IIS (TCP/IP - Course 3)	This course provides instruction on the installation, configuration, and management of Microsoft TCP/IP, the Internet Information Server (IIS), and other network services.	3
	Printing Services and DHCP (TCP/IP - Course 4)	This course provides instruction on the installation, configuration, and management of printing services and the Dynamic Host Configuration Protocol (DHCP).	4
	Name Resolution and WINS (TCP/IP - Course 5)	This course provides a detailed description of the NetBIOS Name Resolution methods. Additionally, it provides instruction on the installation, configuration, and management of Windows Internet Name Services (WINS) servers and clients.	6
	Introduction to DNS Server (TCP/IP - Course 6)	This course provides an overview of the Microsoft Browser Services and the Domain Name System (DNS). It shows users how to configure the Microsoft DNS Server and use database files.	4

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	Managing DNS and TCP/IP (TCP/IP - Course 7)	This course shows a user how to manage and operate the Microsoft Domain Name System (DNS) Server and multiple resources. It provides instruction on which utility to use to connect to TCP/IP-based UNIX host for file transfer, interactive, and printing util	5
	Utilities for Monitoring TCP/IP (TCP/IP - Course 8)	This course shows an administrator how and when to use the various troubleshooting utilities, Network Monitor, and the Simple Network Management Protocol (SNMP).	4
TCP/IP	Performance Monitor and RAS (TCP/IP - Course 9)	This course shows an administrator how to use Performance Monitor and how to configure the Remote Access Service (RAS).	4
	PPTP and Troubleshooting (TCP/IP - Course 10)	This course shows an administrator how to configure Point-to-Point Tunneling Protocol (PPTP), identify and troubleshoot TCP/IP connectivity and service problems, as well as designing a TCP/IP intranetwork.	4
UML 2.0	Understanding UML (UML 2.0 - Course 1)	This course explains what the Unified Modeling Language is, and how UML is used. This course also discusses software development processes and iterative development.	2
	Working with Class Diagrams (UML 2.0 - Course 2)	This course shows learners how to read and use the most common type of UML diagrams: class diagrams. This course covers properties, attributes, associations, multiplicity, operations, and other topics related to class diagrams.	3
	Working with Common Diagrams (UML 2.0 - Course 3)	This course shows learners how to read and use common types of UML diagrams, including sequence diagrams, object diagrams, package diagrams, deployment diagrams, and use cases.	2
UML 2.0	Working with Specialized Diagrams (UML 2.0 - Course 4)	This course shows learners how to read and use specialized types of UML diagrams, including state machine diagrams, activity diagrams, communication diagrams, composite structure diagrams, component diagrams, collaborations, interaction overview diagrams,	2
UNIX Systems	Introduction to UNIX (UNIX Systems - Course 1)	This course presents the features of UNIX that are most useful to new users including logging in and out file administration command processing displaying text and using mail.	5

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	Shells: Bourne, Korn, and C (UNIX Systems - Course 2)	This course presents the three shells that are typically available on a UNIX system. It describes how to get the most out of the three shells, and describes the advantages and disadvantages of each shell.	9
	Shell Programming (UNIX Systems - Course 3)	This course presents the basics of shell programming using the Bourne shell then covers additional features of the Korn and C shells.	6
TCP/IP	System Administration I (UNIX Systems - Course 4)	This course covers installing UNIX, and setting up and maintaining file systems and user accounts.	5
	System Administration II (UNIX Systems - Course 5)	This course presents UNIX system accounting performance monitoring device management and UNIX security.	9
	Process Management (UNIX Systems - Course 6)	This course describes how to control programs in UNIX including how to start a job (program) and how to kill it.	5
Visual Basic .NET for Web MCSD/MCAD 70-305	Web Forms and Controls (Visual Basic .NET for Web MCSD/MCAD 70-305 - Course 1)	This course provides an overview of the use of Visual Studio .NET and how to use it to create ASP.NET pages and implement HTML controls.	3
	User Interface Navigation and Error Handling (Visual Basic .NET for Web MCSD/MCAD 70-305 - Course 2)	This course provides an overview of the use of Visual Studio .NET and how to use it to implement navigation and error handling for the user interface.	2
	Binding, Consuming, and Manipulating Data (Visual Basic .NET for Web MCSD/MCAD 70-305 - Course 3)	This course provides an overview of the use of Visual Studio .NET and how to use it to bind, consume, and manipulate data.	4
	Components, Assemblies, and Web Services (Visual Basic .NET for Web MCSD/MCAD 70-305 - Course 4)	This course provides an overview of the use of Visual Studio .NET and how to use it to create, as well as manage, components, assemblies, and web services.	2
	Globalization and Legacy Code (Visual Basic .NET for Web MCSD/MCAD 70-305 - Course 5)	This course provides an overview of the use of Visual Studio .NET and how to use it to globalize an application and work with legacy code.	2
	Testing, Debugging, and Deploying Web Applications (Visual Basic .NET for Web MCSD/MCAD 70-305 - Course 6)	This course provides an overview of the use of Visual Studio .NET and how to use it to provide user assistance and accessibility. It also covers how to test, debug, and deploy a web application.	2
	Maintaining, Supporting, and Configuring Web Applications (Visual Basic .NET for Web MCSD/MCAD 70-305 - Course 7)	This course provides an overview of the use of Visual Studio .NET and how to use it to maintain, support, and configure a web application.	2
	Practice Exams (Visual Basic .NET for Web MCSD/MCAD 70-305 - Course 8)	This course provides two practice exams for the Microsoft 70-305 certification exam.	2

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Visual Basic .NET for XML Web MCSD/MCAD 70-310	DataSets and XML Data (Visual Basic .NET for XML Web MCSD/MCAD 70-310 - Course 1)	This course shows learners how to create Visual Basic .NET applications that access and manipulate data in relational databases and in XML files.	3
	.NET Remoting and Web Services (Visual Basic .NET for XML Web MCSD/MCAD 70-310 - Course 2)	This course shows learners how to create distributed applications using Visual Basic .NET.	3
Visual Basic .NET for XML Web MCSD/MCAD 70-310	Windows Services and Component Services (Visual Basic .NET for XML Web MCSD/MCAD 70-310 - Course 3)	This course shows learners how to create and install Windows services using Visual Basic .NET and how to make services created in the .NET framework available to the COM+ infrastructure.	3
	Testing, Debugging, and Deployment (Visual Basic .NET for XML Web MCSD/MCAD 70-310 - Course 4)	This course shows learners how to test, debug, and deploy Visual Basic .NET applications.	2
	Security Issues (Visual Basic .NET for XML Web MCSD/MCAD 70-310 - Course 5)	This course shows learners how to implement code-based and role-based security for .NET applications.	2
	Practice Exams (Visual Basic .NET for XML Web MCSD/MCAD 70-310 - Course 6)	This course provides two practice exams for the Microsoft 70-310 certification exam.	2
Visual Basic .NET Windows Apps MCSD/MCAD 70-306	Windows Forms and Controls (Visual Basic .NET Windows Apps MCSD/MCAD 70-306 - Course 1)	This course provides an overview of Windows forms and controls.	2
	Exceptions, Components, and Assemblies (Visual Basic .NET Windows Apps MCSD/MCAD 70-306 - Course 2)	This course provides an overview of exception handling, .NET components and assemblies, Web services, and working with legacy code.	3
	Binding and Manipulating Data (Visual Basic .NET Windows Apps MCSD/MCAD 70-306 - Course 3)	This course provides an overview of binding, consuming, and manipulating data.	2
	Globalization and User Services (Visual Basic .NET Windows Apps MCSD/MCAD 70-306 - Course 4)	This course provides an overview of globalization, user assistance, accessibility, and printing.	2
	Testing, Deploying, and Maintaining Windows Applications (Visual Basic .NET Windows Apps MCSD/MCAD 70-306 - Course 5)	This course provides an overview of testing, debugging, deploying, maintaining, supporting, and configuring a Windows application.	3
	Practice Exams (Visual Basic .NET Windows Apps MCSD/MCAD 70-306 - Course 6)	This course provides two practice exams for the Microsoft 70-306 certification exam.	2
Visual Basic 2005	.NET Platform Architecture (Visual Basic 2005 - Course 1)	This course provides an overview of the Visual Basic 2005 programming language, architecture and platform.	0.73

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	Managed Type Fundamentals (Visual Basic 2005 - Course 2)	This course provides information on how Visual Basic 2005 creates and manages data types, and how it maps those data types to an underlying common type system used by the .NET platform.	1.1
	Objects, Values, and Memory (Visual Basic 2005 - Course 3)	This course provides information on how Visual Basic 2005 works with objects and values, and how those underlying objects and values are mapped to memory.	0.88
Visual Basic 2005	Reflection and Attributes (Visual Basic 2005 - Course 4)	This course provides information on how Visual Basic 2005 works with attributes and reflection, how to create and work with custom attributes, and how to use binding flags to instantiate types from assemblies.	0.65
	Delegates and Events (Visual Basic 2005 - Course 5)	This course provides information on how Visual Basic 2005 works with events, the behind-the-scenes delegate-handling mechanism, how delegates are used to work with events, and how programmers can use delegates to integrate their own events with the Windo	0.62
	Asynchronous Execution (Visual Basic 2005 - Course 6)	This course provides information on how Visual Basic 2005 works with threads and thread pooling, how to perform synchronous and asynchronous task execution using threads, how to marshal (pass) data across threads, and how to synchronize data across threa	0.75
	Assemblies (Visual Basic 2005 - Course 7)	This course provides information on how Visual Basic 2005 works with assemblies, how to deploy them to the Global Assembly Cache (GAC), how to generate strong names for assemblies, and how to implement version and publisher policies for assemblies.	0.97
	Windows Forms (Visual Basic 2005 - Course 8)	This course provides information on how Visual Basic 2005 eases the creation of Windows forms and custom controls, and how Windows eases the creation of threads and messages.	0.75
	Code Access Security (Visual Basic 2005 - Course 9)	This course provides information on how Visual Basic 2005 code interacts with the .NET code access features, how to create and modify code access security policies, and the differences between evidence-based and role-based security.	1.17
	Visual Basic 6	Programming Basics (Visual Basic 6 - Course 1)	This course provides the user with a foundation for using Visual Basic 6 software. In this course the user creates an application using the VB Application Wizard, and then develops a simple application from scratch.

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	Controls and Coding (Visual Basic 6 - Course 2)	This course explains how to use common controls and simple code to create applications in Visual Basic.	3
	Coding the Details (Visual Basic 6 - Course 3)	This course examines some of Visual Basic's coding tools for building applications.	5
Visual Basic 6	Lists and More Controls (Visual Basic 6 - Course 4)	This course explains how to add many of the finishing touches and extra controls and arrays for users interested in using Visual Basic to create applications.	6
	Using Supplied Tools (Visual Basic 6 - Course 5)	This course explains how to use some of the built-in tools in Visual Basic to improve and expand applications.	4
	Data Files and Printing (Visual Basic 6 - Course 6)	This course introduces students to interacting with data files and printing information from their applications.	3
	Program Tuning (Visual Basic 6 - Course 7)	This course explains how to add to an application some of the additional tools that Visual Basic offers.	5
	Delivering the Program (Visual Basic 6 - Course 8)	This course explains how to prepare a Visual Basic program for distribution.	3
	Visual C#	.NET What You Need to Know (Visual C# - Course 1)	Visual C# 2005: .Net: What You Need to Know, covers the foundations of the .NET programming environment and how to navigate through the Visual Studio 2005 integrated development environment (IDE). It also shows how to create, compile and execute a simple
First C# Programs (Visual C# - Course 2)		Visual C# 2005: First C# Programs, covers how to create, compile and execute a simple Visual C# program with variables, expressions, command-line input and output, using either the Visual Studio 2005 IDE or the command line functionality.	1
Data Types in C# (Visual C# - Course 3)		Visual C# 2005: Data Types in C#, covers the different data types supported by C# and how to convert information between and among different data types. This course also shows how to map Visual C# data types to the data types supported by the .NET framewo	1
Operators and Expressions (Visual C# - Course 4)		Visual C# 2005: Operators and Expressions, covers Visual C# operators and expressions. It also shows how to use the precedence table to order C# operators judiciously and efficiently.	1
Control Structures and Arrays (Visual C# - Course 5)		Visual C# 2005: Control Structures and Arrays, covers Visual C# control. It also shows how to create and use applications that use loops and arrays.	1

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Visual C#	Object-Oriented Programming (Visual C# - Course 6)	Visual C# 2005: Object-Oriented Programming, covers Visual C# object-oriented programming concepts. This course also shows how attributes and behaviors are combined to create classes, and how to model classes using simple object modeling concepts.	1
	Classes (Visual C# - Course 7)	Visual C# 2005: Classes, covers how to create classes, distinguish between classes and objects, and use classes in object-oriented programming. It also shows how C# classes support encapsulation, how to instantiate and initialize classes, and how to use r	1
	More About Types (Visual C# - Course 8)	Visual C# 2005: More About Types, covers how to distinguish between classes and structs in C#, and understand more about how classes are used to create application specific data types. This course also shows how C# converts simple values to and from objec	1
	Methods, Properties and Operators (Visual C# - Course 9)	Visual C# 2005: Methods, Properties and Operators, covers how to define and use methods, pass parameters to and from methods, and overload methods and operators. This course also shows how to simplify data access through get and set methods and how to imp	1
	Characters and Strings (Visual C# - Course 10)	Visual C# 2005: Characters and Strings, covers how to define and work with characters and strings in greater detail. This course also shows how to create and work with objects of the String and StringBuilder classes and create applications that process co	1
	Arrays and Indexers (Visual C# - Course 11)	Visual C# 2005: Arrays and Indexers, covers how to define and work with single-dimension and multiple-dimension arrays. It also shows how to use the Random classes to generate random numbers and how to use indexers to access data within a class using an a	1
	Inheritance (Visual C# - Course 12)	Visual C# 2005: Inheritance, describes how to create hierarchies of classes using inheritance. This course also covers how to use the public, protected and private access qualifiers to encapsulate class implementations and make code easier to maintain.	1

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Visual C#	Virtual Methods and Polymorphism (Visual C# - Course 13)	Visual C# 2005: Virtual Methods and Polymorphism, describes how to fully implement polymorphic classes. This course also covers how to create virtual methods that can be redefined by derived classes to create implementation-specific behaviors.	1
	Formatting and Conversion (Visual C# - Course 14)	Visual C# 2005: Formatting and Conversion, describes how to format information for output. This course also covers how to convert information among different data types and define implicit and explicit conversion operators to streamline that process.	1
	Exceptions (Visual C# - Course 15)	Visual C# 2005: Exceptions, describes how to use the .NET exception handling mechanism to deal with unexpected and anomalous behavior. This course also covers how to create and use custom exceptions based upon the system-provided Exception class.	1
	Interfaces (Visual C# - Course 16)	Visual C# 2005: Interfaces, describes how to use interfaces to program in a more flexible, generic manner. This course also covers how to create and use custom classes that implement multiple interfaces.	1
	Interfaces and Collections (Visual C# - Course 17)	Visual C# 2005: Interfaces and Collections, describes how to use parameterized types and .NET interfaces to program in a more flexible, generic manner. This course also covers how to customize collection classes supplied by .NET.	1
	Delegates and Events (Visual C# - Course 18)	Visual C# 2005: Delegates and Events, describes how to use delegates to handle callbacks into code. This course also covers how delegates implement the .NET event handling mechanism, and dynamically adding and removing delegates to perform custom event ha	1
	Introduction to Windows Forms (Visual C# - Course 19)	Visual C# 2005: Introduction to Windows Forms, describes how to use Visual C# to create a simple Windows Forms application. This course also covers how to add event handlers to respond to button clicks and list selection events.	1
Visual C# Web Applications MCAD 70-315	Introducing Web Forms (Visual C# Web Applications MCAD 70-315 - Course 1)	This course introduces users to the .NET Framework and shows how to create basic ASP.NET pages for Web applications with Visual Studio .NET.	4

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Visual C# Web Applications MCAD 70-315	Controls and Input Validation (Visual C# Web Applications MCAD 70-315 - Course 2)	This course shows users how to add three types of controls to their Web forms - HTML, HTML server, and Web server controls. They learn how to drop controls onto Web forms in the Visual Studio interface, configure properties, and add event handlers and val	4
	Implementing Navigation for the User Interface (Visual C# Web Applications MCAD 70-315 - Course 3)	This course introduces users to using state management techniques and implementing navigation for the user interface.	3
	Error Handling, User Assistance, and Accessibility (Visual C# Web Applications MCAD 70-315 - Course 4)	This course shows users how to handle exceptions and create custom exception classes and error pages. Users also learn how to implement user assistance and accessibility guidelines.	4
	Data Binding (Visual C# Web Applications MCAD 70-315 - Course 5)	This course teaches users some of the skills involved in making data available on the user interface of a Web application, including data binding, transforming data, and filtering data.	4
	Accessing and Manipulating Data (Visual C# Web Applications MCAD 70-315 - Course 6)	This course introduces users to a variety of ways to manipulate data and to move data from place to place using Visual C# .NET.	4
	SQL Server Data and Data Errors (Visual C# Web Applications MCAD 70-315 - Course 7)	This course provides an overview of the T-SQL statements used to work with SQL Server databases, and explains how to create and run ad hoc queries and stored procedures from the Visual Studio .NET IDE and ASP.NET Web applications. It also describes how to	3
	Managing .NET Components and Assemblies (Visual C# Web Applications MCAD 70-315 - Course 8)	This course introduces the variety of ways in which the user can reuse code within the Visual Studio .NET Framework, including Web user controls and Web custom controls. It also covers how Visual Studio .NET applications are compiled into assemblies, how	3
	Web Services, Globalization, and Legacy Code (Visual C# Web Applications MCAD 70-315 - Course 9)	This course shows users how to use Web services in conjunction with the .NET Framework, how to globalize applications created with .NET, and how to migrate legacy code to the .NET Framework.	5
	Testing and Debugging Web Applications (Visual C# Web Applications MCAD 70-315 - Course 10)	This course teaches users about various testing techniques available for testing applications, as well as inserting tracing code and debugging applications.	3

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Visual C# Web Applications MCAD 70-315	Deploying a Web Application and Using Shared Assemblies (Visual C# Web Applications MCAD 70-315 - Course 11)	This course explains the process of building Web Setup and Merge Module Projects to deploy Web applications to Web servers. Users will also learn how to create and install shared assemblies and use Web gardens, Web farms, and clusters.	5
	Maintaining, Supporting, and Configuring Web Applications (Visual C# Web Applications MCAD 70-315 - Course 12)	This course teaches users how to maintain, support, and configure Web applications.	5
	Practice Exam (Visual C# Web Applications MCAD 70-315 - Course 13)	This course provides practice exam questions for the Developing and Implementing Web Applications with Microsoft Visual C# .NET and Microsoft Visual Studio .NET MCAD 70-315 certification exam.	1
Visual C# XML MCAD 70-320	Creating and Manipulating Data (Visual C# XML MCAD 70-320 - Course 1)	This course provides an overview of how to use Visual Studio .NET to create and manipulate DataSet schemas.	3
	Accessing and Manipulating SQL Server Data (Visual C# XML MCAD 70-320 - Course 2)	This course provides an overview of the basics of the Structured Query Language (SQL), and how users can use SQL statements and stored procedures to interact with a Microsoft SQL Server database from within .NET applications.	3
	Accessing and Manipulating XML Data (Visual C# XML MCAD 70-320 - Course 3)	This course explains how to use the Function Control Language to access and manipulate XML data. It also explains how to use these classes and T-SQL extensions to access Microsoft SQL Server data as XML data.	6
	.NET Remoting Architecture (Visual C# XML MCAD 70-320 - Course 4)	This course explains the remoting architecture. It introduces distributed applications and how they are different from conventional applications.	2
	Applying .NET Remoting (Visual C# XML MCAD 70-320 - Course 5)	This course explains how to design remoting applications and how to implement them.	5
	Web Services (Visual C# XML MCAD 70-320 - Course 6)	This course introduces users to Web services as they exist in the .NET Framework and shows users how to build and use Web services in their .NET applications.	5
	Windows Services (Visual C# XML MCAD 70-320 - Course 7)	This course shows users how to create and manipulate a Windows service.	3
	Component Services (Visual C# XML MCAD 70-320 - Course 8)	This course shows users how to create and consume a serviced component.	3
	Visual C# XML MCAD 70-320	Enterprise Services and Unmanaged Code (Visual C# XML MCAD 70-320 - Course 9)	This course shows learners how to access COM+ component services and how to incorporate unmanaged code into .NET applications.

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	Testing and Debugging (Visual C# XML MCAD 70-320 - Course 10)	This course shows learners techniques for testing and debugging different types of applications. It also shows important techniques for monitoring an executing application, how to log errors in an event log, and how to publish performance data.	4
	Deployment (Visual C# XML MCAD 70-320 - Course 11)	This course discusses the deployment of a Windows service, a serviced component, a .NET Remoting object, and an XML Web service.	7
	Security (Visual C# XML MCAD 70-320 - Course 12)	This course discusses the many aspects of .NET security, including the mechanics of code access security, role-based security, authentication, and authorization. It also presents guidelines for applying security to applications, services and components.	5
	Practice Exam (Visual C# XML MCAD 70-320 - Course 13)	This course presents questions that are representative of what questions one should expect to receive on the actual exam 70-320.	2
Visual InterDev 6	Learning the Basics (Visual InterDev 6 - Course 1)	This course introduces users to the Visual InterDev interface and application creation. At the end of this course, users will create a new Web project and add HTML pages.	3
	Using HTML (Visual InterDev 6 - Course 2)	This course presents the visual Web development environment. This course shows how to insert, position, and set properties for HTML elements and script objects using InterDev's editing and outline tools, including the Cascading Style Sheets editor. It al	4
	Dynamic Content (Visual InterDev 6 - Course 3)	This course explains how to use dynamic HTML and scripting to add interactive content to Web pages	4
	Objects and Databases (Visual InterDev 6 - Course 4)	This course introduces the use of Java, ActiveX, and database connections within a web site.	3
	Database Interaction (Visual InterDev 6 - Course 5)	This course explains how to use the Query Designer to retrieve and update information in the database.	3
	Active Server Pages (Visual InterDev 6 - Course 6)	This course introduces the active server object and explains how to use active server objects.	4
	Controls and Scripts (Visual InterDev 6 - Course 7)	This course explains design-time controls, scriptlets and the document object model.	4
Visual InterDev 6	Testing and Debugging (Visual InterDev 6 - Course 8)	This course introduces the tools for debugging applications.	2
	Management and Design (Visual InterDev 6 - Course 9)	This course introduces the management of work and the design of user interfaces for web sites.	3

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Visual Studio .NET Advanced Topics	Using Rich Web Controls and Debugging Applications (Visual Studio .NET Advanced Topics - Course 1)	This course explains how to use the AdRotator, Calendar, and Xml Web server controls. The course also provides an overview of ASP.NET Web application debugging, covering page-level and application-level tracing, error handling, and using Visual Studio .NE	4
	Data Binding and Working with Control Templates (Visual Studio .NET Advanced Topics - Course 2)	This course explains data binding with various server controls and data sources. The course also explains how to tailor the look and feel of Web forms by using Web Server Control templates, and explains how to use templates with the Repeater, DataList and	3
	Creating Mobile Applications and Using ADO.NET (Visual Studio .NET Advanced Topics - Course 3)	This course provides an overview of how to use Visual Studio .NET to create applications for mobile devices such as cell phones and personal data assistants (PDAs). The course also introduces ADO.NET, explains the improvements made over ADO, and shows how	4
	Working with XML, Configuration, and HTTP Handlers (Visual Studio .NET Advanced Topics - Course 4)	This course provides an overview of the use of XML with Visual Studio .NET. The course also provides an in-depth discussion of how to code various ASP.NET configuration settings to make Web applications run properly. Finally, the course shows how to build	5
	Caching, Security, and Migration (Visual Studio .NET Advanced Topics - Course 5)	This course shows users how to employ caching in the applications they design using Visual Studio .NET. The course also provides an overview of the various ASP.NET, IIS and Windows security mechanisms available to Visual Studio .NET programmers. The cours	3
	Working with Web Services (Visual Studio .NET Advanced Topics - Course 6)	This course shows users how to create Web services with Visual Studio .NET, then how to add data controls and functions and test the Web service. The course explains how Web service clients work and how to create a Web service client. The course also cove	5
Visual Studio .NET Advanced Topics	Deploying Applications (Visual Studio .NET Advanced Topics - Course 7)	This course shows users how to get the programs they've developed in Visual Studio .NET up and running in the real world. The course presents detailed information on deployment of Windows applications as well as Web-based applications.	4

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Visual Studio .NET and ASP.NET	Getting Started (Visual Studio .NET and ASP.NET - Course 1)	This course provides an overview of ASP.NET and explains advances made over previous versions of ASP. This course explains the components of an ASP.NET Web form, then shows how to design an ASP.NET Web form using Visual Studio. NET. The course also explain	2
	Using Server Controls (Visual Studio .NET and ASP.NET - Course 2)	This course explains how to use server controls with ASP.NET Web forms. This course shows students how server controls work, and how to add server controls to Web forms and set their properties. The course then discusses how to use specific server control	3
	Working with Validation and Composite Controls (Visual Studio .NET and ASP.NET - Course 3)	This course teaches students how to use validation controls and composite controls when constructing an ASP.NET Web form. The course discusses how to use specific controls to validate ASP.NET Web form data. The course shows students how to develop their o	3
Visual Studio .NET Overview	Exploring the .NET Initiative (Visual Studio .NET Overview - Course 1)	This course introduces the .NET initiative and explains how it offers interoperability among applications using different platforms and languages. This course describes the products and components in the .NET suite and explains how applications are execut	2
	Languages and Application Development (Visual Studio .NET Overview - Course 2)	This course presents an overview of three programming languages used to develop .NET applications: Visual C# .NET, Visual Basic .NET and Visual C++ .NET. It discusses the types of applications commonly developed in Visual Studio .NET and explains the appl	2
	Getting Started with .NET (Visual Studio .NET Overview - Course 3)	This course explains the system requirements necessary to install Visual Studio .NET, then presents installation instructions. This course also describes in detail the tools and features available in the Visual Studio integrated development environment (I	2
Visual Studio .NET Programming with Visual C#	Getting Started (Visual Studio .NET Programming with Visual C# - Course 1)	This course introduces users to the Visual C# programming language and explains the elements of a Visual C# program. This course explains how to create a new Visual C# application in Visual Studio .NET and discusses key programming concepts, including how	3

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	Arrays and Classes (Visual Studio .NET Programming with Visual C# - Course 2)	This course explains the use of single-dimensional, multi-dimensional, and jagged arrays in Visual C# programming. The course also shows users how to create classes in Visual C# and how to add fields, properties, methods, and indexers to a class.	3
	Creating Windows Applications (Visual Studio .NET Programming with Visual C# - Course 3)	This course discusses how to create a new Windows application project and explains the default code provided by Visual Studio .NET. The course also explains how to use common Visual C# classes such as the CommonDialog, FileDialog, FontDialog, and ColorDia	4
Web Design & Graphics	Introduction to Design (Web Design & Graphics - Course 1)	This course explains the basic considerations used when designing a Web site, including the planning and maintenance of the site, and making the site accessible to all platforms and monitors.	3
	Making Your Site Fast and Viewable (Web Design & Graphics - Course 2)	This course shows users how to make graphics that will download quickly on the Internet and will display well across all browsers and systems.	4
	Building Your Site with Images (Web Design & Graphics - Course 3)	This course shows users how to create color schemes, backgrounds, GIF transparencies, and imagemaps for a Web site.	3
	Building Your Site with Formatting (Web Design & Graphics - Course 4)	This course shows users how to create fonts with HTML and graphics, and lay out a page using tools like lines, buttons, bullets, and tables.	3
	Using Other Tools (Web Design & Graphics - Course 5)	This course explains how to use frames, animated GIFs, Dynamic HTML, JavaScript, QuickTime, Flash, and Shockwave in a Web site.	3
	Getting Organized (Web Publishing and Design with HTML 4.01 and XHTML - Course 1)	After taking this course, you will understand the fundamentals of designing and organizing a Web site. You will also know how to create a site that meets accessibility requirements.	3
	Web Publishing and Design with HTML 4.01 and XHTML	Basics of HTML and XHTML (Web Publishing and Design with HTML 4.01 and XHTML - Course 2)	After taking this course, you will have a basic knowledge of HTML 4.01 and XHTML. You will also understand how to apply these technologies to build basic Web pages.
HTML, XHTML, and Cascading Style Sheets (CSS) (Web Publishing and Design with HTML 4.01 and XHTML - Course 3)		This course explains how to use HTML 4.01 elements and cascading style sheets to format text on Web pages, add images and color, and create tables for data.	4
Advanced Cascading Style Sheets (CSS), Forms, and DHTML (Web Publishing and Design with HTML 4.01 and XHTML - Course 4)		This course provides techniques and tools to effectively employ advanced cascading style sheets and forms on your Web site. It also introduces DHTML.	3

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	Adding Interactivity and Multimedia with HTML and XHTML (Web Publishing and Design with HTML 4.01 and XHTML - Course 5)	This course explains how to use imagemaps, sound, video, and JavaScript to add features to Web pages.	3
WebSphere 7.0 with Rational Application Developer	Introduction to Rational Application Developer (WebSphere 7.0 with Rational Application Developer - Course 1)	This course gives a foundation of WebSphere Rational Application Developer (WRAD) fundamentals upon which to build. The course highlights the development and productivity features of the WRAD interface, showing their basis in the Eclipse framework.	1
	Programming Technologies Overview (WebSphere 7.0 with Rational Application Developer - Course 2)	This course gives an overview of programming technologies supported by WebSphere Rational Application Developer (WRAD). This course provides descriptions of the programming languages and technologies supported by WRAD.	1
	Environment Setup and Preferences (WebSphere 7.0 with Rational Application Developer - Course 3)	This course teaches how to customize the WebSphere Rational Application Developer (WRAD) environment and preferences. This course demonstrates how to manage the Workbench environment and preferences.	1
	Projects (WebSphere 7.0 with Rational Application Developer - Course 4)	This course demonstrates how to organize work using projects, folders and files. The course highlights the development and productivity features of the WRAD interface.	1
	Rational Unified Process (RUP) and Unified Modeling Language (UML) (WebSphere 7.0 with Rational Application Developer - Course 5)	This course describes the foundations of the Rational Unified Process (RUP) and Unified Modeling Language (UML). The course illustrates how to use UML diagrams to model the fundamental characteristics and behavior of a system.	1
WebSphere 7.0 with Rational Application Developer	Developing Java Applications (WebSphere 7.0 with Rational Application Developer - Course 6)	This course illustrates the fundamentals of developing Java applications using WebSphere Rational Application Developer (WRAD). The course highlights the development and productivity features of the WRAD interface.	1
	Developing Database Applications (WebSphere 7.0 with Rational Application Developer - Course 7)	This course describes the fundamentals of developing databases applications using WebSphere Rational Application Developer (WRAD). The course highlights the development and productivity features of the WRAD interface.	1

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	Developing Graphical User Interface (GUI) Applications (WebSphere 7.0 with Rational Application Developer - Course 8)	This course provides a foundation of WebSphere Rational Application Developer (WRAD) fundamentals upon which to build. The course highlights the development and productivity features of the WRAD interface, showing their basis in the Eclipse framework.	1
	Developing XML Applications (WebSphere 7.0 with Rational Application Developer - Course 9)	This course demonstrates how to create Extensible Markup Language (XML) applications in WebSphere Rational Application Developer. The course highlights the development and productivity features of the WRAD interface, illustrating how to be more productiv	1
	Developing JSP/Servlet-based Web Applications (WebSphere 7.0 with Rational Application Developer - Course 10)	This course demonstrates how to create Java Server Pages (JSP) and Servlet based applications using WebSphere Rational Application Developer. The course describes the tools that WRAD offers for quickly creating and publishing Web sites.	1
	Developing Struts-Based Web Applications (WebSphere 7.0 with Rational Application Developer - Course 11)	This course teaches the fundamentals of the Struts architecture for Web development, illustrating the tools supplied by WebSphere Rational Application Developer for Struts development.	1
	Developing Java Server Faces (JSF)-based Web Applications (WebSphere 7.0 with Rational Application Developer - Course 12)	This course teaches the fundamentals of Java Server Faces (JSF) and Service Data Objects (SDO). Using these technologies to more easily and quickly build unified data programming applications across technologies is also discussed.	1
	Enterprise Generation Language (EGL)-based Web Applications (WebSphere 7.0 with Rational Application Developer - Course 13)	This course teaches the foundations of Enterprise Generation Language (EGL) and shows how EGL can be used to speed the development of business applications.	1
WebSphere 7.0 with Rational Application Developer	Developing Enterprise Java Beans (EJB)-Based Web Applications (WebSphere 7.0 with Rational Application Developer - Course 14)	This course teaches the fundamentals of Enterprise Java Beans (EJB) development using WebSphere Rational Application Developer.	1
	Developing Java 2, Enterprise Edition (J2EE)-Based Web Applications (WebSphere 7.0 with Rational Application Developer - Course 15)	This course teaches how to create Java clients for J2EE applications. The course highlights the features that WebSphere Rational Application Developer provides to increase the developer's productivity in the creation of J2EE application clients.	1
	Developing Web Services Applications (WebSphere 7.0 with Rational Application Developer - Course 16)	This course teaches how to create Web Services and shows how Web Services are used to implement a service-oriented architecture (SOA).	1

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	Servers and Server Configuration (WebSphere 7.0 with Rational Application Developer - Course 17)	This course teaches how to configure deployment platforms upon which to install J2EE applications.	1
	Debug Local and Remote Applications (WebSphere 7.0 with Rational Application Developer - Course 18)	This course teaches how to use WebSphere Rational Application Developer's debugging facilities to debug applications on local and remote servers.	1
	Enterprise Application Deployment (WebSphere 7.0 with Rational Application Developer - Course 19)	This course teaches how to package applications for enterprise deployment. Architectural features of Enterprise Application files are covered.	1
	Review and Summary (WebSphere 7.0 with Rational Application Developer - Course 20)	This course summarizes and reviews the major topics covered in the previous courses in the series.	1
	Overview (WebSphere Studio Application Developer 5.0 & J2EE - Course 1)	This course provides an introduction to layered application development, the J2EE platform, and the WebSphere product family.	2
	User Interface and Servlet Design (WebSphere Studio Application Developer 5.0 & J2EE - Course 2)	This course shows users how to effectively design decoupled user interfaces and servlets using Java and HTTP technologies.	2
	Servlet Development (WebSphere Studio Application Developer 5.0 & J2EE - Course 3)	This course provides a basic introduction to layered application development, the J2EE platform, and the WebSphere product family.	3
	JavaServer Pages Concepts and Development (WebSphere Studio Application Developer 5.0 & J2EE - Course 4)	This course provides an introduction to the use and design of JavaServer Pages (JSPs). It also provides an overview of using WebSphere Studio Application Developer (WSAD) to develop JSP-based applications.	2
WebSphere 7.0 with Rational Application Developer	Struts and XML/XSL Web Interfaces (WebSphere Studio Application Developer 5.0 & J2EE - Course 5)	This course provides a basic introduction to the Struts design framework and XML/XSL. It also provides an overview of using WebSphere Studio Application Developer (WSAD) to develop XML/XSL-based Web interfaces.	2
	Controller, Domain, and Data Mapping Design (WebSphere Studio Application Developer 5.0 & J2EE - Course 6)	This course provides an in-depth overview of controller, domain model, and data mapping design for enterprise applications.	2
	Unit and Functional Testing (WebSphere Studio Application Developer 5.0 & J2EE - Course 7)	This course provides an overview of using WebSphere Studio Application Developer (WSAD) to perform both unit and functional testing of enterprise applications.	1
Windows 2000 Active Directory MCSE 70-217	Preparing for Active Directory (Windows 2000 Active Directory MCSE 70-217 - Course 1)	This course provides users with an overview of the Active Directory and its integration with DNS.	4
	Building an Active Directory Structure (Windows 2000 Active Directory MCSE 70-217 - Course 2)	This course describes how to install domains, work with networks, and replicate Active Directory information.	4

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	Administering Active Directory Services (Windows 2000 Active Directory MCSE 70-217 - Course 3)	This course shows how to administer a network by manipulating Active Directory objects.	4
	Managing Servers (Windows 2000 Active Directory MCSE 70-217 - Course 4)	This course describes the roles of servers, how to back up and recover data, and how to troubleshoot problems with servers.	3
	Understanding Group Policy (Windows 2000 Active Directory MCSE 70-217 - Course 5)	This course describes how to provide centralized control of users, groups, and computers within a large enterprise.	3
	Managing User Environments with Group Policy (Windows 2000 Active Directory MCSE 70-217 - Course 6)	This course describes how to use administrative templates, scripts, and other settings to manage user environments.	3
	Distributing Software with Group Policy (Windows 2000 Active Directory MCSE 70-217 - Course 7)	This course describes how to use Group Policy to distribute software applications.	3
	Managing Security with Group Policy (Windows 2000 Active Directory MCSE 70-217 - Course 8)	This course describes how to use Group Policy to configure elements of security for different parts of an organization.	3
	Using Remote Installation Services (Windows 2000 Active Directory MCSE 70-217 - Course 9)	This course shows users how to configure and use Remote Installation Services to perform a remote installation of Windows 2000 Professional on client machines.	3
Windows 2000 Basics - Server	Server (Windows 2000 Basics - Server - Course 1)	This course introduces the features of Windows 2000 Server that enhance reliability, manageability, and Internet capabilities.	3
Windows 2000 Directory Design MCSE 70-219	Analyzing Business Requirements (Windows 2000 Directory Design MCSE 70-219 - Course 1)	This course explains how to conduct a business assessment by identifying key company processes and strategy influences and by defining problems and objectives.	4
	Analyzing the Technical Environment (Windows 2000 Directory Design MCSE 70-219 - Course 2)	This course explains how to determine how a company's IT management structure will affect the Active Directory design project. The course also reviews how to examine the company's technical environment.	3
	Analyzing Performance and Access (Windows 2000 Directory Design MCSE 70-219 - Course 3)	This course explains how to examine the network's current performance and the procedures to access the network.	3
	Analyzing Security Considerations (Windows 2000 Directory Design MCSE 70-219 - Course 4)	This course explains how to use the features of Windows 2000 and Active Directory to fulfill a company's network security requirements.	3
	Analyzing the Impact of Active Directory (Windows 2000 Directory Design MCSE 70-219 - Course 5)	This course shows the user how to assess how an Active Directory design will change the performance and design of a network.	3

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	Analyzing Client Management Requirements (Windows 2000 Directory Design MCSE 70-219 - Course 6)	This course explains how to identify end-user needs, install and manage software remotely, and manage desktops.	2
	Directory Naming and DNS Placement (Windows 2000 Directory Design MCSE 70-219 - Course 7)	This course shows users how to design an Active Directory naming strategy and to place DNS servers in the design.	4
	Designing Directory Service Architecture (Windows 2000 Directory Design MCSE 70-219 - Course 8)	This course examines how to plan and implement domain architecture.	3
	Designing a Site Topology and Service Locations (Windows 2000 Directory Design MCSE 70-219 - Course 9)	This course shows users how to plan service locations, such as operations masters, global catalog servers, and DNS servers.	2
	Designing an OU Management Structure (Windows 2000 Directory Design MCSE 70-219 - Course 10)	This course explains how to organize and manage organizational units in the Active Directory design.	2
	Designing a Group Policy Management Structure (Windows 2000 Directory Design MCSE 70-219 - Course 11)	This course explains how to use group policies to organize and manage elements in the Active Directory design.	2
	Planning for Coexistence with Other Directories (Windows 2000 Directory Design MCSE 70-219 - Course 12)	This course reviews how to plan for using Active Directory in an environment that also includes NetWare NDS or UNIX. The course also examines how to plan for using Active Directory with Exchange 5.5.	2
Windows 2000 Directory Design MCSE 70-219	Schema Modification Policy and Implementation Plan (Windows 2000 Directory Design MCSE 70-219 - Course 13)	This course shows users how to develop a policy for modifying the Active Directory schema and to develop a plan for implementing Active Directory in a network.	2
Windows 2000 Network Administration MCSE 70-216	Working with DNS and DHCP (Windows 2000 Network Administration MCSE 70-216 - Course 1)	This course explains how to install, configure, monitor, and manage DNS and DHCP.	5
	Working with Remote Access (Windows 2000 Network Administration MCSE 70-216 - Course 2)	This course provides an overview of remote access and explains how to configure and manage remote access.	2
	Working with Network Protocols (Windows 2000 Network Administration MCSE 70-216 - Course 3)	This course explains how to install, configure, troubleshoot, and manage network protocols and network protocol security.	4
	Working with WINS and NAT (Windows 2000 Network Administration MCSE 70-216 - Course 4)	This course provides an overview of WINS and explains how to install, configure, and manage WINS and NAT.	3
	Working with IP Routing (Windows 2000 Network Administration MCSE 70-216 - Course 5)	This course explains how to install, configure, troubleshoot, and manage IP routing.	4
	Working with Certificate Services (Windows 2000 Network Administration MCSE 70-216 - Course 6)	This course provides an overview of certificate services and explains how to install and configure CAs.	4

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Windows 2000 Network Design MCSE 70-221	Analyzing Business Needs (Windows 2000 Network Design MCSE 70-221 - Course 1)	This course shows users how to analyze existing and planned business requirements.	3
	Analyzing Technical Needs (Windows 2000 Network Design MCSE 70-221 - Course 2)	This course shows users how to analyze existing and planned technical requirements.	4
	Infrastructure Design (Windows 2000 Network Design MCSE 70-221 - Course 3)	This course shows users how to modify and design a network with respect to topologies and protocols.	6
	DHCP and Name Services (Windows 2000 Network Design MCSE 70-221 - Course 4)	This course shows users how to design DHCP service, name resolution services, and multiprotocol networks.	4
	Designing for the Internet (Windows 2000 Network Design MCSE 70-221 - Course 5)	This course shows users how to design Internet and extranet access solutions.	3
	Designing a WAN (Windows 2000 Network Design MCSE 70-221 - Course 6)	This course shows users how to design a wide area network.	3
	Management and Services (Windows 2000 Network Design MCSE 70-221 - Course 7)	This course shows users how to design a strategy for monitoring and managing Windows 2000 network services.	3
Windows 2000 Network Management MCSA 70-218	Installing Devices and Managing Disks (Windows 2000 Network Management MCSA 70-218 - Course 1)	This course provides an overview of installing and configuring server and client computer hardware.	4
	Configuring Volume Features and Replication (Windows 2000 Network Management MCSA 70-218 - Course 2)	This course provides an overview of managing files and diagnosing problems involving replication.	4
Windows 2000 Network Management MCSA 70-218	Managing Permissions and Resources (Windows 2000 Network Management MCSA 70-218 - Course 3)	This course provides an overview of configuring user accounts and troubleshooting groups.	4
	Updating Windows and Software (Windows 2000 Network Management MCSA 70-218 - Course 4)	This course provides an overview of deploying service packs and software by configuring Group Policy.	2
	Managing Group Policy (Windows 2000 Network Management MCSA 70-218 - Course 5)	This course provides an overview of the Windows 2000 Group Policy feature.	5
	Implementing Auditing and Account Policies (Windows 2000 Network Management MCSA 70-218 - Course 6)	This course provides an overview of enabling and configuring auditing and using account policies.	2
	Controlling File and Web Access (Windows 2000 Network Management MCSA 70-218 - Course 7)	This course provides an overview of controlling file access via Web Services.	3
	Monitoring and Backing Up Systems (Windows 2000 Network Management MCSA 70-218 - Course 8)	This course provides an overview of monitoring domain controllers, making backups, and data recovery.	4
	Managing TCP/IP and DHCP (Windows 2000 Network Management MCSA 70-218 - Course 9)	This course provides an overview of configuring, monitoring, and troubleshooting TCP/IP and DHCP.	4

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	Administering Name Resolution and DNS (Windows 2000 Network Management MCSA 70-218 - Course 10)	This course provides an overview of installing, configuring, and troubleshooting DNS.	4
	Managing Remote Access (Windows 2000 Network Management MCSA 70-218 - Course 11)	This course provides an overview of configuring and using Remote Access policies and profiles.	4
	Configuring VPNs and Terminal Services (Windows 2000 Network Management MCSA 70-218 - Course 12)	This course provides an overview of configuring a Virtual Private Network.	3
	Practice Test (Windows 2000 Network Management MCSA 70-218 - Course 13)	This course provides practice questions for the MCSA Exam 70-218: Managing a Microsoft Windows 2000 Network Environment.	1
Windows 2000 Professional MCSE 70-210	Installation (Windows 2000 Professional MCSE 70-210 - Course 1)	This course provides users with an overview of the installation process for Microsoft Windows 2000 Professional and has step-by-step procedures for installation tasks.	3
	Remote Installations and Upgrades (Windows 2000 Professional MCSE 70-210 - Course 2)	This course describes network, unattended, and upgrade installations of Windows 2000 Professional.	3
	Administering Resources (Windows 2000 Professional MCSE 70-210 - Course 3)	This course shows how to manage files. In particular, it covers how to choose a file system, how to compress and encrypt files, and how to manage file-level security.	3
Windows 2000 Professional MCSE 70-210	Administering Shared Resources (Windows 2000 Professional MCSE 70-210 - Course 4)	This course describes the process and capabilities of managing resources shared on a network.	3
	Managing Disks (Windows 2000 Professional MCSE 70-210 - Course 5)	This course describes how to view properties of disks, configure disks, maintain disks, and work with removable media.	4
	Managing Hardware (Windows 2000 Professional MCSE 70-210 - Course 6)	This course describes the installation process for various types of hardware and has step-by-step procedures for installation and configuration of hardware devices in Windows 2000 Professional.	4
	Monitoring and Optimizing Your System (Windows 2000 Professional MCSE 70-210 - Course 7)	This course teaches users how to monitor, troubleshoot, and back up your system for optimum performance.	4
	Configuring Your Desktop (Windows 2000 Professional MCSE 70-210 - Course 8)	This course provides users with an overview of the installation process for Microsoft Windows 2000 Professional and has step-by-step procedures for installation tasks.	4

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	Networking with Windows 2000 Professional (Windows 2000 Professional MCSE 70-210 - Course 9)	This course provides users with an overview of the Windows network architecture model. Users are provided with step-by-step procedures for configuring and connecting a network with Microsoft Windows 2000 Professional. All types of network service, client,	4
	Using TCP/IP (Windows 2000 Professional MCSE 70-210 - Course 10)	This course shows users how to configure and troubleshoot the TCP/IP protocol in a Windows 2000 environment and provides step-by-step procedures for common tasks.	4
	Managing Users and Groups (Windows 2000 Professional MCSE 70-210 - Course 11)	This course provides the user with an overview of user and group accounts, including local and domain user accounts, group accounts, and user rights.	3
	Securing Your System (Windows 2000 Professional MCSE 70-210 - Course 12)	This course provides users with an overview and step-by-step procedures for configuring, monitoring, and maintaining systems security using audit policies, security templates, and encryption technology for Microsoft Windows 2000 Professional.	3
Windows 2000 Security Design 70-220	Analyzing Business Requirements (Windows 2000 Security Design 70-220 - Course 1)	This course shows users how to identify business considerations that will affect the structure and implementation of proposed network security designs.	5
Windows 2000 Security Design 70-220	Analyzing Technical Requirements (Windows 2000 Security Design 70-220 - Course 2)	This course shows users how to evaluate an existing IT infrastructure in preparation for developing a security design.	4
	Establishing a Security Baseline (Windows 2000 Security Design 70-220 - Course 3)	This course introduces users to the security provided by Active Directory and shows users how to implement security for domain controllers, servers, and workstations using security templates provided by Windows 2000.	3
	Planning Security for System Resources (Windows 2000 Security Design 70-220 - Course 4)	This course shows users how to plan and implement security for system resources including printers, files, shares, registry keys, Internet access, and dial-in access.	2
	Designing a Security Group Strategy (Windows 2000 Security Design 70-220 - Course 5)	This course shows users how to plan membership in security groups and how to use group structure to assign permissions.	2
	Designing Security Policy Inheritance (Windows 2000 Security Design 70-220 - Course 6)	This course shows users how to design the placement and inheritance of security policies for sites, domains, and organizational units.	3
	Protecting Resources with Auditing and Encryption (Windows 2000 Security Design 70-220 - Course 7)	This course shows users how to design and implement an audit policy and how to design a strategy for using the Encrypting File System (EFS).	3

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	Using Native Windows 2000 Authentication (Windows 2000 Security Design 70-220 - Course 8)	This course explains the Kerberos authentication model and shows users how to implement security with Kerberos in Windows 2000 networks and mixed networks.	2
	Using Alternate Authentication Strategies (Windows 2000 Security Design 70-220 - Course 9)	This course explains authentication models other than Kerberos that are available under Windows 2000 and shows users how to implement security with these methods in Windows 2000 networks and in mixed networks.	3
	Designing a Public Key Infrastructure (Windows 2000 Security Design 70-220 - Course 10)	This course explains strategies and procedures for using Certificate Services in Windows 2000 networks and in mixed networks.	4
	Designing Security for Network Services (Windows 2000 Security Design 70-220 - Course 11)	This course explains strategies for securing Windows 2000 network services, including Domain Name Service, Remote Installation Services, and the Simple Network Management Protocol.	3
Windows 2000 Security Design 70-220	Designing Security for Access between Networks (Windows 2000 Security Design 70-220 - Course 12)	This course explains how to provide secure access from a private network to the Internet, how to provide partners and other external users with secure access to private networks, and how to provide secure access between multiple local or wide area network	3
	Designing Security for Communications Channels (Windows 2000 Security Design 70-220 - Course 13)	This course explains how to use SMB signing and the IPSec protocol to secure traffic within private networks and across public networks and how to enable and enforce the use of SMB signing and IPSec through Windows 2000 Group Policy.	3
Windows 2000 Server 70-215	Installation (Windows 2000 Server 70-215 - Course 1)	This course provides an overview of the installation process for Microsoft Windows 2000 Server and has step-by-step procedures for installation tasks.	4
	Hardware (Windows 2000 Server 70-215 - Course 2)	This course describes how to install, configure, manage, and troubleshoot hardware devices in a Windows 2000 environment.	4
	Controlling Access to Files and Folders (Windows 2000 Server 70-215 - Course 3)	This course shows how to configure interoperability and Web services, manage users and groups, share folders, and manage a distributed file system.	5
	Controlling Access to Web Resources and Printers (Windows 2000 Server 70-215 - Course 4)	This course describes the process and capabilities of managing resources shared on a network.	4
	Optimizing Your Server (Windows 2000 Server 70-215 - Course 5)	This course describes how to manage processes, monitor system resources, and optimize disk performance.	4
	Recovering from Disaster (Windows 2000 Server 70-215 - Course 6)	This course describes system tools used to save and recover data.	4

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	Configuring Disks and Volumes (Windows 2000 Server 70-215 - Course 7)	This course describes how to monitor, configure, and troubleshoot disks and volumes.	3
	Administering Disks (Windows 2000 Server 70-215 - Course 8)	This course describes how to manage user profiles, data compression, and disk quotas, as well as how to recover from a disk failure.	3
	Networking Your Server (Windows 2000 Server 70-215 - Course 9)	This course describes how to install, configure, and troubleshoot network protocols, services, and connections.	4
	Implementing Remote Access (Windows 2000 Server 70-215 - Course 10)	This course describes how to install, configure, and troubleshoot shared access, remote access, and virtual private networks.	4
	Implementing Terminal Services (Windows 2000 Server 70-215 - Course 11)	This course describes how to install, configure, monitor, and troubleshoot Terminal Services.	3
Windows 2000 Server 70-215	Using Security Features (Windows 2000 Server 70-215 - Course 12)	This course describes how to implement, configure, manage, and troubleshoot security features.	4
Windows Server 2003	Installation and Setup (Windows Server 2003 - Course 1)	This course explains the hardware, software, and information prerequisites users will need in order to install Windows Server 2003. It also offers step-by-step instructions for installing Windows Server 2003 and discusses ways to resolve common post-installation	4
	Working with Active Directory (Windows Server 2003 - Course 2)	This course explains the basic concepts needed to understand Active Directory, including domains and controllers. It also shows users how to plan for and install Active Directory. This course shows users how to control domains and directories, and how to	5
	Printing and IP Addressing (Windows Server 2003 - Course 3)	This course explains the concepts and terminology used in the Windows 2003 print model. It shows users how to add and share a network printer, how to manage printers from anywhere on the network, and how to prevent printing problems. This course provides	3
	Managing Users and Permissions (Windows Server 2003 - Course 4)	This course provides an overview of user, administrator, and guest accounts. It shows users how to create user accounts and group accounts, and how to set properties for these accounts. It also shows users how to create and enable user profiles and group	3
	Managing Backup and Security (Windows Server 2003 - Course 5)	This course explains the various types of backups that can be performed in Windows 2003 and presents commonly-used backup technologies. It also explains how to plan a backup strategy, then shows users how to perform backups and administer the Backup Opera	3

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Windows Server 2003 Active Directory MCSE 70-294	Active Directory Infrastructure Overview (Windows Server 2003 Active Directory MCSE 70-294 - Course 1)	This course provides an overview of the Active Directory infrastructure along with basic terms and concepts.	4
	Working with User, Group, and Computer Accounts (Windows Server 2003 Active Directory MCSE 70-294 - Course 2)	This course provides an introduction to the concept of security principles and Security Identifiers (SIDs). It also discusses how to work with Active Directory user accounts, group accounts, and computer accounts.	5
Windows Server 2003 Active Directory MCSE 70-294	Creating User and Group Strategies (Windows Server 2003 Active Directory MCSE 70-294 - Course 3)	This course provides information about planning effective strategies for managing users and groups in Active Directory. The course addresses the creation of user authentication strategies, authentication concepts, and how to plan a smart card authenticati	3
	Working with Forests and Domains (Windows Server 2003 Active Directory MCSE 70-294 - Course 4)	This course provides an overview of forests and domains. The course walks the learner through the steps of creating a forest and domain structure, installing domain controllers, creating the forest root domain and a child domain, and setting the functiona	5
	Restructuring a Forest and Renaming Domains (Windows Server 2003 Active Directory MCSE 70-294 - Course 5)	This course explains the procedures involved in restructuring an existing forest. It explains how to prepare for a domain rename, how to execute the domain rename, and how to verify that the rename was successful.	3
	Working with Trusts and Organizational Units (Windows Server 2003 Active Directory MCSE 70-294 - Course 6)	This course provides information on two important components of Active Directory: trust relationships and OUs.	2
	Working with Active Directory Sites (Windows Server 2003 Active Directory MCSE 70-294 - Course 7)	This course examines the role of sites in the Active Directory infrastructure, and how replication, authentication, and distribution of services information work within and across sites.	3
	Working with Domain Controllers (Windows Server 2003 Active Directory MCSE 70-294 - Course 8)	This course provides information about installing and configuring domain controllers. It also provides information on planning and diagnosing operation master roles.	2
	Working with Global Catalog Servers and Schema (Windows Server 2003 Active Directory MCSE 70-294 - Course 9)	This course examines the role of Global Catalog servers and schema in Active Directory, including how to create, manage, and place GC servers and how to troubleshoot GC and schema issues.	2
	Working with Group Policy (Windows Server 2003 Active Directory MCSE 70-294 - Course 10)	This course provides an overview about the basics of Group Policy terminology and concepts as well as strategies for planning and implementing Group Policy	3

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	Deploying Software via Group Policy (Windows Server 2003 Active Directory MCSE 70-294 - Course 11)	This course introduces the learner to Group Policy's software installation feature. The course explains how to use the components of software installation: Windows installer packages, transforms, patches, and application assignment scripts. Learners will	2
Windows Server 2003 Active Directory MCSE 70-294	Ensuring Active Directory Availability (Windows Server 2003 Active Directory MCSE 70-294 - Course 12)	This course provides information to help you diagnose and resolve Active Directory database issues, restore Active Directory directory services, and perform both an authoritative and nonauthoritative restore operation to ensure that your Windows Server 20	3
Windows Server 2003 Administration MCSE 70-290	Overview of Windows Server 2003 (Windows Server 2003 Administration MCSE 70-290 - Course 1)	This course introduces learners to new features and capabilities available in Windows Server 2002. Learners learn how to license and activate Windows Server 2003, how to perform a new installation, and how to upgrade a server that uses an earlier Windows	4
	Managing Physical and Logical Disks (Windows Server 2003 Administration MCSE 70-290 - Course 2)	This course explains how the operating system enables learners to interface with the physical and logical disks in a computer. Learners learn how to optimize disk performance to increase the overall performance of a server using the Windows 2003 Server op	6
	Configuring, Monitoring, and Troubleshooting Server Hardware (Windows Server 2003 Administration MCSE 70-290 - Course 3)	This course explains driver signing and how to configure driver-signing options. In addition, it explains how to use Device Manager, the Hardware Troubleshooting Wizard, Control Panel applets, and included command-line utilities to monitor server hardware	4
	Managing User, Group, and Computer Accounts (Windows Server 2003 Administration MCSE 70-290 - Course 4)	This course explains how Windows Server 2003 treats users, groups, and computers in the Active Directory environment. Learners will learn how to use common management tools, including Active Directory Users and Computers (ADUC) and other useful utilities.	7
	Managing Access to Resources (Windows Server 2003 Administration MCSE 70-290 - Course 5)	This course explains how to manage access to files and folders, printers, computers, and other resources on the network. Learners will learn about different types of permissions and user rights that can be configured, how permissions are inherited, and ho	4

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	Configuring Terminal Services (Windows Server 2003 Administration MCSE 70-290 - Course 6)	This course provides an overview of the benefits of using Windows Server 2003 Terminal Services. Learners learn how to select the Terminal Services functionality that best fits their needs. This course discusses installation and configuration of the termi	4
Windows Server 2003 Administration MCSE 70-290	Managing and Troubleshooting Terminal Services (Windows Server 2003 Administration MCSE 70-290 - Course 7)	This course shows learners how to use Terminal Services administrative tools, including the Terminal Services Manager and Terminal Services Configuration console tools. This course also covers the Remote Desktop MMC snap-in, using group policies to contro	3
	Using Server Management Tools (Windows Server 2003 Administration MCSE 70-290 - Course 8)	This course introduces learners to many of the graphical management consoles and command-line administrative utilities that are included in Windows Server 2003. Learners learn how to use these tools to manage servers and networks.	4
	Managing Web Servers with IIS 6.0 (Windows Server 2003 Administration MCSE 70-290 - Course 9)	This course explains the installation and configuration process for IIS 6.0 and introduces learners to its new features. Learners are shown how to use the Web Server Security Lockdown Wizard and how to manage security issues for Web servers. This course a	5
	Monitoring Performance and Security (Windows Server 2003 Administration MCSE 70-290 - Course 10)	This course shows learners how to use monitoring tools such as Task Manager, System Monitor, and command-line utilities to monitor server performance and security. Learners will learn how to use the information in the security log to track successful or f	7
	Planning Disaster Recovery (Windows Server 2003 Administration MCSE 70-290 - Course 11)	This course explains how to create a comprehensive disaster recovery plan for an organization's network and servers.	2
	Implementing Disaster Recovery (Windows Server 2003 Administration MCSE 70-290 - Course 12)	This course shows learners how to use the backup and recovery tools included with the Windows Server 2003 operating system.	4
	Windows Server 2003 Infrastructure MCSE 70-297	Assessing the Environment (Windows Server 2003 Infrastructure MCSE 70-297 - Course 1)	This course explains how to assess your company's business and technical environment in preparation for implementing Windows Server 2003.
Developing the Active Directory Infrastructure Design (Windows Server 2003 Infrastructure MCSE 70-297 - Course 2)		This course details how to design the Active Directory infrastructure for a Windows Server 2003 network.	4

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Windows Server 2003 Infrastructure MCSE 70-297	Developing the Network Services Design (Windows Server 2003 Infrastructure MCSE 70-297 - Course 3)	This course explains how to design the network services infrastructure for a Windows Server 2003 network.	2
	Designing Logical Components (Windows Server 2003 Infrastructure MCSE 70-297 - Course 4)	This course explains how to design the logical components (organizational units, user accounts, and security groups) of a Windows Server 2003 network.	3
	Name Resolution (Windows Server 2003 Infrastructure MCSE 70-297 - Course 5)	This course provides an overview of the name resolution capabilities of Windows Server 2003 and explains how to incorporate DNS into a Windows Server 2003 network design.	3
	Remote Access and Address Management (Windows Server 2003 Infrastructure MCSE 70-297 - Course 6)	This course explains how to design a strategy for Remote Access in a Windows Server 2003 network.	2
	Service Placement and Sizing (Windows Server 2003 Infrastructure MCSE 70-297 - Course 7)	This course explains how to place and size services in a Windows Server 2003 network.	2
	The Physical Design (Windows Server 2003 Infrastructure MCSE 70-297 - Course 8)	This course explains how to plan the physical layout and design of a Windows Server 2003 network.	2
	Practice Exam (Windows Server 2003 Infrastructure MCSE 70-297 - Course 9)	This course provides a case study of a hypothetical organization and a series of review questions covering the design and implementation of this organization's Windows Server 2003 network.	1
Windows Server 2003 Network Management MCSE 70-291	TCP/IP Protocol (Windows Server 2003 Network Management MCSE 70-291 - Course 1)	This course provides an overview of the OSI, Microsoft, and TCP/IP Networking Models, as well as major application layer protocols.	3
	IP Addressing and Routing (Windows Server 2003 Network Management MCSE 70-291 - Course 2)	This course provides an overview of IP addressing and routing, including binary conversion, network classes, subnetting, and name resolution.	3
	Classless Subnet Masking and Client Address Configuration (Windows Server 2003 Network Management MCSE 70-291 - Course 3)	This course provides an overview of subnetting, supernetting, the XP/2000 routing table, assigning IP addresses, and APIPA.	3
	The Dynamic Host Configuration Protocol (DHCP) (Windows Server 2003 Network Management MCSE 70-291 - Course 4)	This course provides an overview of DHCP leases, as well as installing and configuring DHCP service.	5
	Integrating and Troubleshooting DHCP (Windows Server 2003 Network Management MCSE 70-291 - Course 5)	This course provides an overview of configuring the DHCP Relay Agent, Dynamic DNS, Routing and Remote Access, and Active Directory. It also covers automatic addressing, as well as managing and monitoring DHCP.	4

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	Windows Internet Name Server (WINS) (Windows Server 2003 Network Management MCSE 70-291 - Course 6)	This course provides an overview of WINS, including installation, push and pull replication, records management, and database administration.	4
Windows Server 2003 Network Management MCSE 70-291	WINS Client and Interoperability and NetBIOS (Windows Server 2003 Network Management MCSE 70-291 - Course 7)	This course provides an overview of configuring WINS clients, troubleshooting WINS clients and servers, and NetBIOS name resolution, registration, and node types.	4
	Domain Naming System Concepts (Windows Server 2003 Network Management MCSE 70-291 - Course 8)	This course provides an overview of DNS conventions, resolution, namespace, concepts, resource records, zones, and Active Directory service integration.	5
	The DNS Server (Windows Server 2003 Network Management MCSE 70-291 - Course 9)	This course provides an overview of installing, configuring, monitoring, and troubleshooting a DNS server.	5
	Routing and Remote Access Service VPN Services (Windows Server 2003 Network Management MCSE 70-291 - Course 10)	This course provides an overview of enabling remote access, configuring a VPN server, authenticating VPN clients, creating dial-up connections and gateways, and troubleshooting VPN.	5
	Security Templates and Software Updates (Windows Server 2003 Network Management MCSE 70-291 - Course 11)	This course provides an overview of network security settings, analyzing security, applying security templates, and installing software updates.	3
	Monitoring and Troubleshooting Network Activity (Windows Server 2003 Network Management MCSE 70-291 - Course 12)	This course provides an overview of installing and configuring Network Monitor, including trace interpretation, NAT logging, troubleshooting name resolution and client configuration, quarantine control, DHCP issues, and monitoring IPsec connection.	3
	LAN Routing and Dial-Up Services (Windows Server 2003 Network Management MCSE 70-291 - Course 13)	This course provides an overview of configuring LAN routing, RAS, PPP Multilink, BAP, and wireless connections.	3
	LAN and Dial-Up Security (Windows Server 2003 Network Management MCSE 70-291 - Course 14)	This course provides an overview of remote access policies, router protocols, RIP, OSPF, IGMP, firewall support, NAT, ICMP, remote access client and server connections, and IAS.	4
	Windows Server 2003 Network Planning MCSE 70-293	Using Planning Tools and Documentation (Windows Server 2003 Network Planning MCSE 70-293 - Course 1)	This course shows learners how to plan an infrastructure for a Windows Server 2003-based network.
Server Roles and Security (Windows Server 2003 Network Planning MCSE 70-293 - Course 2)		This course provides information on server roles and planning server security.	6

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	TCP/IP Infrastructure (Windows Server 2003 Network Planning MCSE 70-293 - Course 3)	This course gives an in-depth look at the protocols you can use with Windows Server 2003, especially the TCP/IP protocol suite. It shows how to subnet networks and how to use the utilities and tools included with Windows Server 2003.	5
Windows Server 2003 Network Planning MCSE 70-293	Routing (Windows Server 2003 Network Planning MCSE 70-293 - Course 4)	This course provides information on planning and implementing routing on a Windows Server 2003 network.	5
	Internet Connectivity (Windows Server 2003 Network Planning MCSE 70-293 - Course 5)	This course provides information that will help you develop the best strategy for connecting your company's Windows Server 2003 network to the Internet.	4
	DNS Name Resolution (Windows Server 2003 Network Planning MCSE 70-293 - Course 6)	This course provides information that will help learners plan, develop, secure, and maintain a host name resolution strategy with the Domain Name System (DNS).	6
	NetBIOS Name Resolution (Windows Server 2003 Network Planning MCSE 70-293 - Course 7)	This course provides information on planning, implementing and maintaining NetBIOS name resolution on a Windows Server 2003 network.	3
	Remote Access (Windows Server 2003 Network Planning MCSE 70-293 - Course 8)	This course provides an overview of the issues and procedures involved in devising a remote access strategy.	4
	High Availability (Windows Server 2003 Network Planning MCSE 70-293 - Course 9)	This course provides guidelines that can help you ensure that network resources are available when users need them.	3
	Windows Cluster Services and Network Load Balancing (Windows Server 2003 Network Planning MCSE 70-293 - Course 10)	This course provides information on how to use two powerful tools to enhance fault tolerance and high availability: server clustering and Network Load Balancing.	3
	Internet Protocol (Windows Server 2003 Network Planning MCSE 70-293 - Course 11)	This course provides guidelines for setting up IPSec on your Windows Server 2003 network.	3
	Security Framework (Windows Server 2003 Network Planning MCSE 70-293 - Course 12)	This course provides information on planning, implementing, and maintaining a security framework on a Windows Server 2003 network.	4
	Public Key Infrastructure (Windows Server 2003 Network Planning MCSE 70-293 - Course 13)	This course provides information on planning, implementing and maintaining a Public Key Infrastructure on a Windows Server 2003 network.	3
Windows Server 2003 Security MCSE 70-298	Designing a Secure Network Framework (Windows Server 2003 Security MCSE 70-298 - Course 1)	This course explains how to design a secure Windows Server 2003 network framework by analyzing business requirements, and both internal and external threats. It also details how to create an incident response plan and examines interoperability issues.	2

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Windows Server 2003 Security MCSE 70-298	Defining a Baseline Security Template (Windows Server 2003 Security MCSE 70-298 - Course 2)	This course explains what you need in order to apply consistent security settings across a network. It also details how to deploy security templates efficiently throughout a network, focusing on the use of Group Policy Objects (GPO) and scripting technique	3
	Designing Role-Based Server Security (Windows Server 2003 Security MCSE 70-298 - Course 3)	This course explains how to modify baseline security templates based on functions of an individual or group of servers. This course specifically addresses security configurations for Domain Controllers, Internet Information Services (IIS) Servers, POP3 Ma	2
	Securing a Public Key Infrastructure and Network Management Processes (Windows Server 2003 Security MCSE 70-298 - Course 4)	This course explains the deployment of public key infrastructures (PKI), the certificate authorities that establish and verify identities of organizations, and the implementation of PKI in the Windows Server 2003 environment. This course also covers secur	4
	Designing Network Infrastructure Security (Windows Server 2003 Security MCSE 70-298 - Course 5)	This course examines how to protect data as it is transmitted through a network infrastructure by use of IP Security (IPSec). This course also explains how to secure the Domain Naming System (DNS) service, another area of an enterprise network subject to	3
	Securing Data Transmissions and Wireless Networks (Windows Server 2003 Security MCSE 70-298 - Course 6)	This course explains how to secure wireless network traffic including the technologies available and the challenges they present. This course also discusses common vulnerabilities in a wireless network and how to design a secure wireless LAN.	2
	Securing Internet Information Services (Windows Server 2003 Security MCSE 70-298 - Course 7)	This course explains how to create a secure IIS deployment for an enterprise network with a focus on user authentication. It also examines common vulnerabilities of Web servers, along with how to secure Web server software with options offered in Windows	2
	Securing VPNs, Extranets, and Network Clients (Windows Server 2003 Security MCSE 70-298 - Course 8)	This course discusses the use of Windows Server 2003 as a VPN and provides details on the use of two common, standards-based routing protocols: Routing Information Protocol (RIP) and Open Shortest Path First (OSPF). This course also explains how to secure	4

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Windows Server 2003 Security MCSE 70-298	Securing Active Directory (Windows Server 2003 Security MCSE 70-298 - Course 9)	This course explains how to secure Active Directory user accounts and use auditing to identify any security incidents to the Active Directory database. This course also discusses best practices in assigning user permissions to network resources and data.	3
	Designing an Access Control Strategy for Files and Folders (Windows Server 2003 Security MCSE 70-298 - Course 10)	This course examines common risks such as data corruption and security breaches that can affect a network's file shares. This course also explains how to design a permission structure for files and folders, as well as best practices for securing the Windo	3
	Designing an Encrypted File System and Securing Backup/Restore Processes (Windows Server 2003 Security MCSE 70-298 - Course 11)	This course explains how to encrypt files using the Encrypted File System (EFS). The course also discusses how to design a secure backup and recovery strategy for network resources, including securing the backup process.	3
	Practice Exam (Windows Server 2003 Security MCSE 70-298 - Course 12)	This course provides five practice exams for the Microsoft 70-298 certification exam.	2
Windows Server 2008 Active Directory MCTS 70-640	Configuring DNS for Active Directory (Windows Server 2008 Active Directory MCTS 70-640 - Course 1)	This course provides an introduction to configuring zones, DNS server settings, zone transfers, and replication.	1
	Configuring the Active Directory Infrastructure (Windows Server 2008 Active Directory MCTS 70-640 - Course 2)	This course provides information on configuring forests and domains, trusts, sites, and active directory replication. It also covers configuring the global catalog and operations masters.	1
	Configuring Additional Active Directory Server Roles (Windows Server 2008 Active Directory MCTS 70-640 - Course 3)	This course provides information on how to increase server functionality. It also covers how to configure Active Lightweight Directory Service, Read-Only Domain Controller, Active Directory Federation Services, and Active Directory Rights Management Servi	1
	Creating and Maintaining Active Directory Objects (Windows Server 2008 Active Directory MCTS 70-640 - Course 4)	This course provides information on how to create and maintain Active Directory accounts, and GPO templates. It also covers software deployment, and account and audit policies.	1
	Maintaining the Active Directory Environment (Windows Server 2008 Active Directory MCTS 70-640 - Course 5)	This course provides information and tips on how to configure backup and recovery, perform offline maintenance, and monitor Active Directory.	1
Windows Server 2008 Active Directory MCTS 70-640	Configuring Active Directory Certificate Services (Windows Server 2008 Active Directory MCTS 70-640 - Course 6)	This course provides information about installing Active Directory certificate services. It also covers how to manage server settings, certificate templates, enrollments, and revocation.	1

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	Practice Exam 1 (Windows Server 2008 Active Directory MCTS 70-640 - Course 7)	This course presents questions that will help you prepare for the MCTS 70-640 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct answers.	1
	Practice Exam 2 (Windows Server 2008 Active Directory MCTS 70-640 - Course 8)	This course presents questions that will help you prepare for the MCTS 70-640 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct answers.	1
	Practice Exam 3 (Windows Server 2008 Active Directory MCTS 70-640 - Course 9)	This course presents questions that will help you prepare for the MCTS 70-640 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct answers.	1
Windows Server 2008 Applications MCTS 70-643	Deploying Servers (Windows Server 2008 Applications MCTS 70-643 - Course 1)	This course covers how to deploy images by using Windows Deployment Services. It also covers how to configure Microsoft Windows activation, Windows Server Hyper-V and virtual machines, high availability, and storage.	1
	Configuring Terminal Services (Windows Server 2008 Applications MCTS 70-643 - Course 2)	This course provides an introduction to configuring Windows Server 2008 Terminal Services RemoteApp, Terminal Services Gateway, Terminal Services Licensing, Terminal Service Client Connections, and Terminal Services server options. It also covers configur	1
	Configuring a Web Services Infrastructure (Windows Server 2008 Applications MCTS 70-643 - Course 3)	This courses provides an introduction to managing Web sites and IIS. It also covers how to configure Web applications, FTP servers, and SSL security.	2
	Configuring Network Application ServicesConfiguring Network Application Services (Windows Server 2008 Applications MCTS 70-643 - Course 4)	This course provides an introduction to configuring Windows Media Server and Digital Rights Management. It also covers Windows SharePoint Services Server options and SharePoint Services E-mail integration.	1
Windows Server 2008 Applications MCTS 70-643	Practice Exam 1 (Windows Server 2008 Applications MCTS 70-643 - Course 5)	This course presents questions that will help you prepare for the MCTS 70-643 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct answers.	1

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	Practice Exam 2 (Windows Server 2008 Applications MCTS 70-643 - Course 6)	This course presents questions that will help you prepare for the MCTS 70-643 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct answers.	1
	Practice Exam 3 (Windows Server 2008 Applications MCTS 70-643 - Course 7)	This course presents questions that will help you prepare for the MCTS 70-643 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct answers.	1
Windows Server 2008 Networking MCTS 70-642	Configuring IP Addressing and Services (Windows Server 2008 Networking MCTS 70-642 - Course 1)	This course provides an introduction to configuring IP addressing and services.	1
	Configuring Name Resolution (Windows Server 2008 Networking MCTS 70-642 - Course 2)	This course provides an introduction to the different types of DNS server deployment and how to configure name resolution.	1
	Configuring Network Access (Windows Server 2008 Networking MCTS 70-642 - Course 3)	This course provides information about configuring the Windows Server 2008 network infrastructure and configuring network access.	1
	Configuring File and Print Services (Windows Server 2008 Networking MCTS 70-642 - Course 4)	This course provides information about configuring file and print services.	1
	Monitoring and Managing a Network Infrastructure (Windows Server 2008 Networking MCTS 70-642 - Course 5)	This course provides information about monitoring and managing a network infrastructure.	1
	Practice Exam 1 (Windows Server 2008 Networking MCTS 70-642 - Course 6)	This course presents questions that will help you prepare for the Windows Server 2008 MCTS 70-642 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct	1
Windows Server 2008 Networking MCTS 70-642	Practice Exam 2 (Windows Server 2008 Networking MCTS 70-642 - Course 7)	This course presents questions that will help you prepare for the Windows Server 2008 MCTS 70-642 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct	1
	Practice Exam 3 (Windows Server 2008 Networking MCTS 70-642 - Course 8)	This course presents questions that will help you prepare for the Windows Server 2008 MCTS 70-642 exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what to look for in correct	1

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Windows SharePoint Services 3.0 MCTS 70-541	Deploying Services and Custom Components (Windows SharePoint Services 3.0 MCTS 70-541 - Course 1)	This course covers the deployment of service accounts, Web Parts, solution packages, site definitions, features, Web services, and user controls for Windows SharePoint Services development.	1
	Creating Site and Feature Provisioning Components (Windows SharePoint Services 3.0 MCTS 70-541 - Course 2)	This course covers the creation of site and feature definitions, as well as list and module configurations within a site definition.	1
	Creating Metadata and Workflow Provisioning Components (Windows SharePoint Services 3.0 MCTS 70-541 - Course 3)	This course covers the creation of site columns, list definitions, Custom Field Types, Workflow definitions, and Content Types.	1
	Developing Services Components with the .NET Framework (Windows SharePoint Services 3.0 MCTS 70-541 - Course 4)	This course covers basic workflows using SharePoint designer, handling list and feature events, Web Part development, and other topics related to Services components and the .NET Framework.	1
	Manipulating Site Content with the API (Windows SharePoint Services 3.0 MCTS 70-541 - Course 5)	This course covers the manipulation of site content, such as permissions, list items, documents, and records, while using the Application Programming Interface (API).	1
	Manipulating Site Configuration with the API (Windows SharePoint Services 3.0 MCTS 70-541 - Course 6)	This course covers the manipulation of site configurations, such as list structures, events, site hierarchy, and groups, while using the Application Programming Interface (API).	1
Windows SharePoint Services 3.0 MCTS 70-631	Deploying Services (Windows SharePoint Services 3.0 MCTS 70-631 - Course 1)	This course teaches how to deploy services as part of configuring SharePoint Services.	1
	Monitoring Services (Windows SharePoint Services 3.0 MCTS 70-631 - Course 2)	This course provides information on monitoring what goes on inside the system and how you can identify issues that cause performance degradation, outages, or otherwise deter the delivery of services.	1
Windows SharePoint Services 3.0 MCTS 70-631	Configuring Security (Windows SharePoint Services 3.0 MCTS 70-631 - Course 3)	This course provides information on how to configure specific securing elements of SharePoint 3.0.	1
	Administering Services (Windows SharePoint Services 3.0 MCTS 70-631 - Course 4)	This course provides information on administering services in SharePoint Services 3.0.	1
	Managing Customization (Windows SharePoint Services 3.0 MCTS 70-631 - Course 5)	This course provides information on managing customization in SharePoint Services 3.0.	1
	Configuring Network Infrastructure (Windows SharePoint Services 3.0 MCTS 70-631 - Course 6)	This course provides information on how to configure network infrastructure and administer services in SharePoint Services 3.0.	3

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Windows Vista & Office 2007 Desktops MCTS 70-624	Deploying Microsoft Office 2007 (Windows Vista & Office 2007 Desktops MCTS 70-624 - Course 1)	This course provides an overview of the Microsoft Office System.	1
	Configuring Windows Vista Automated Installation Settings (Windows Vista & Office 2007 Desktops MCTS 70-624 - Course 2)	This course describes how to manage Windows Vista catalogs and Windows Components.	1
	Deploying Windows Vista (Windows Vista & Office 2007 Desktops MCTS 70-624 - Course 3)	This course describes a variety of methods for deploying Windows Vista.	1
	Using the Business Desktop Deployment Workbench (Windows Vista & Office 2007 Desktops MCTS 70-624 - Course 4)	This course teaches how the BDD Workbench is used in Windows Vista.	1
	Working with the Application Compatibility Toolkit (Windows Vista & Office 2007 Desktops MCTS 70-624 - Course 5)	This course covers the the features of the Application Compatibility Toolkit, version 5.0.	1
	Managing User State Migration (Windows Vista & Office 2007 Desktops MCTS 70-624 - Course 6)	This course covers types of migration strategies and how to manage Vista deployments using SMS 2003.	1
	Practice Exam 1 (Windows Vista & Office 2007 Desktops MCTS 70-624 - Course 7)	This course presents questions that will help you prepare for the MCTS 70-624 TS: Deploying and Maintaining Windows Vista Client and 2007 Microsoft Office System Desktops exam. The feedback for each question provides in-depth background on the topic, incl	1
	Practice Exam 2 (Windows Vista & Office 2007 Desktops MCTS 70-624 - Course 8)	This course presents questions that will help you prepare for the MCTS 70-624 TS: Deploying and Maintaining Vista Client and Office System 2007 Desktops exam. The feedback for each question provides in-depth background on the topic, including why each inc	1
Windows Vista & Office 2007 Desktops MCTS 70-624	Practice Exam 3 (Windows Vista & Office 2007 Desktops MCTS 70-624 - Course 9)	This course presents questions that will help you prepare for the MCTS 70-624 TS: Deploying and Maintaining Windows Vista Client and 2007 Microsoft Office System Desktops exam. The feedback for each question provides in-depth background on the topic, incl	1
Windows Vista Configuration MCTS 70-620	Installing and Upgrading (Windows Vista Configuration MCTS 70-620 - Course 1)	This course provides information on installing and upgrading Windows Vista and troubleshooting any problems that may occur.	1
	Interface and Device Options (Windows Vista Configuration MCTS 70-620 - Course 2)	This course provides information on the Windows Vista interface, including how to navigate between programs and manage the windows that the programs are running in.	1

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	Advanced Networking (Windows Vista Configuration MCTS 70-620 - Course 3)	This course provides a foundation for understanding TCP/IP protocol and troubleshooting network problems as they arise. This course also provides information about wireless connections and remote access using dial-up and broadband.	1
	NTFS Security Features and File Sharing (Windows Vista Configuration MCTS 70-620 - Course 4)	This course focuses on sharing files so that users can access files from a Windows Vista computer directly or over the network, and it explains how to control such access so that the folders remain secure using share permissions, NTFS permissions, and enc	1
	User Account Security (Windows Vista Configuration MCTS 70-620 - Course 5)	This course provides information on creating user accounts in order to keep a system secure and about User Account Control (UAC) which will help to protect your system from attacks.	1
	Network Security (Windows Vista Configuration MCTS 70-620 - Course 6)	This course focuses on sharing files so users can access those files from a Windows Vista computer over the network and how to control such access so that the network remains secure.	1
	Internet Explorer 7.0 (Windows Vista Configuration MCTS 70-620 - Course 7)	This course teaches how to configure, customize, and troubleshoot browser issues.	1
	Maintenance and Optimization (Windows Vista Configuration MCTS 70-620 - Course 8)	This course summarizes the tools and techniques you will need to improve performance and keep your system running smoothly.	1
Windows Vista Configuration MCTS 70-620	Media Applications (Windows Vista Configuration MCTS 70-620 - Course 9)	This course introduces Windows Media Player and Windows Media Center along with their codec and regions. This course also covers how to secure each of these media devices.	1
	Productivity Applications (Windows Vista Configuration MCTS 70-620 - Course 10)	This course demonstrates the use, configuration and support of productivity applications in Windows Vista including Windows WordPad, Windows Calendar and Windows Fax and Scan.	1
	Mobile Computers (Windows Vista Configuration MCTS 70-620 - Course 11)	This course covers how to configure mobile computers and devices. This course shows how to balance performance and battery life, monitor power levels, synchronize files and connect mobile devices. It also covers Presentation mode, Windows SideShow, and ho	1

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	Practice Exam 1 (Windows Vista Configuration MCTS 70-620 - Course 12)	This course presents questions that will help you prepare for the MCTS 70-620 TS: Microsoft Windows Vista, Configuring exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what t	1
	Practice Exam 2 (Windows Vista Configuration MCTS 70-620 - Course 13)	This course presents questions that will help you prepare for the MCTS 70-620 TS: Microsoft Windows Vista, Configuring exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what t	1
	Practice Exam 3 (Windows Vista Configuration MCTS 70-620 - Course 14)	This course presents questions that will help you prepare for the MCTS 70-620 TS: Microsoft Windows Vista, Configuring exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and what t	1
Windows Vista Enterprise Support MCITP 70-622	Deploying Windows Vista (Windows Vista Enterprise Support MCITP 70-622 - Course 1)	This course covers preparing for and performing a deployment of Windows Vista.	1
	Managing Windows Vista Security (Windows Vista Enterprise Support MCITP 70-622 - Course 2)	This course covers configuring and troubleshooting security for Windows Vista.	1
	Managing and Maintaining Windows Vista Systems (Windows Vista Enterprise Support MCITP 70-622 - Course 3)	This course covers configuring and managing policies, tasks, events, updates, and other issues.	1
Windows Vista Enterprise Support MCITP 70-622	Configuring and Troubleshooting Networking (Windows Vista Enterprise Support MCITP 70-622 - Course 4)	This course covers configuring and troubleshooting Windows Vista networking.	1
	Supporting and Maintaining Desktop Applications (Windows Vista Enterprise Support MCITP 70-622 - Course 5)	This course covers supporting and maintaining desktop applications under Windows Vista.	1
	Practice Exam 1 (Windows Vista Enterprise Support MCITP 70-622 - Course 6)	This course presents questions that will help you prepare for the MCITP 70-622 Pro: Microsoft Desktop Support - ENTERPRISE exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and wh	1

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	Practice Exam 2 (Windows Vista Enterprise Support MCITP 70-622 - Course 7)	This course presents questions that will help you prepare for the MCITP 70-622 Pro: Microsoft Desktop Support - ENTERPRISE exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and wh	1
	Practice Exam 3 (Windows Vista Enterprise Support MCITP 70-622 - Course 8)	This course presents questions that will help you prepare for the MCITP 70-622 Pro: Microsoft Desktop Support - ENTERPRISE exam. The feedback for each question provides in-depth background on the topic, including why each incorrect option was wrong and wh	1
Windows Vista Upgrade	Understanding the New Interface (Windows Vista Upgrade - Course 1)	This course provides you with an introduction to the new Windows Vista interface. You will learn to interact with new features and organize information more effectively.	1
	Using New Features and Applications (Windows Vista Upgrade - Course 2)	This course provides an introduction to the new features and applications in the various editions of Windows Vista. You will learn about new digital media, security, networking, and personal productivity applications.	1
	Planning a Corporate Deployment (Windows Vista Upgrade - Course 3)	This course provides an overview of the process for planning a Windows Vista deployment in a corporate environment. You will also learn about Windows Vista-related hardware requirements, software compatibiltiy issues, and organizational needs assessment.	1
Windows XP Application Support MCDST 70-272	The Operating System and Internet Explorer (Windows XP Application Support MCDST 70-272 - Course 1)	This course explains how to configure, customize, and troubleshoot the operating system, Internet Explorer, and Outlook Express.	3
Windows XP Application Support MCDST 70-272	Office and Outlook Applications (Windows XP Application Support MCDST 70-272 - Course 2)	This course explains how to configure and manage Office applications, including Outlook.	3
	Hardware and Network Connectivity (Windows XP Application Support MCDST 70-272 - Course 3)	This course explains how to configure and troubleshoot hardware and network connectivity.	2
	Application Security and Security Incidents (Windows XP Application Support MCDST 70-272 - Course 4)	This course explains how to manage application security and respond to security incidents.	3
Windows XP Professional MCSE 70-270	Practice Exams (Windows XP Application Support MCDST 70-272 - Course 5)	This course provides two practice exams for the Microsoft 70-272 certification exam.	2
	Installation (Windows XP Professional MCSE 70-270 - Course 1)	This course provides users with an overview of the installation process for Microsoft Windows XP Professional.	3

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	Administering Resources (Windows XP Professional MCSE 70-270 - Course 2)	This course shows how to manage files, folders, and file systems. In addition, it describes the process and capabilities of managing resources shared on a network.	5
	Configuring Hardware (Windows XP Professional MCSE 70-270 - Course 3)	This course describes how to view properties of disks, configure disks, maintain disks, and work with removable media. It also describes the installation and configuration of hardware devices in Windows XP Professional.	5
	Optimizing the System (Windows XP Professional MCSE 70-270 - Course 4)	This course teaches users how to monitor, troubleshoot, and back up the system for optimum performance.	5
	Configuring the Desktop (Windows XP Professional MCSE 70-270 - Course 5)	This course describes how to configure user profiles and support for multiple languages and locations.	3
	Networking the System (Windows XP Professional MCSE 70-270 - Course 6)	This course teaches users how to configure and connect a network with Microsoft Windows XP Professional. It also shows users how to configure and troubleshoot the TCP/IP protocol in a Windows XP environment.	6
	Securing the System (Windows XP Professional MCSE 70-270 - Course 7)	This course provides the user with an overview of user and group accounts. It also provides users with an overview of configuring, monitoring, and maintaining systems security using audit policies, security templates, and encryption technology for Microso	4
Windows XP System Support MCDST 70-271	Installing Windows XP (Windows XP System Support MCDST 70-271 - Course 1)	This course provides information on installing Windows XP, including minimum hardware requirements, licensing issues, and troubleshooting installation problems.	2
Windows XP System Support MCDST 70-271	Configuring and Troubleshooting Resources (Windows XP System Support MCDST 70-271 - Course 2)	This course describes the techniques learners need to know to manage shared resources, encrypted files and folders, local and network printers, and offline files.	3
	Managing Disks (Windows XP System Support MCDST 70-271 - Course 3)	This course shows learners how to support and troubleshoot hard disks and explores available options under Windows XP for creating partitions, formatting drive volumes, and managing disk administration.	2
	Managing Hardware Devices (Windows XP System Support MCDST 70-271 - Course 4)	This course provides information on supporting and troubleshooting hardware devices and their associated drivers.	2
	Configuring the Desktop and User Profiles (Windows XP System Support MCDST 70-271 - Course 5)	This course describes the techniques to configure desktop settings, manage local user accounts, and troubleshoot startup issues.	4
	Performance Monitoring and Network Troubleshooting (Windows XP System Support MCDST 70-271 - Course 6)	This course provides information on monitoring and analyzing operating system performance and managing and troubleshooting network protocols and services.	3

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XML	Practice Exam (Windows XP System Support MCDST 70-271 - Course 7)	This course provides a practice exam for the MCDST 70-271 certification exam.	1
	Viewing and Understanding XML (XML - Course 1)	This course provides an introduction to the Extensible Markup Language (XML) and its general format.	2
	Creating a Basic Document (XML - Course 2)	This course shows Web developers how to build an XML data document.	2
	Building DTDs and Checking Documents (XML - Course 3)	This course explains how to build Document Type Definitions and how to check documents for validity and well-formedness.	3
	Entities (XML - Course 4)	This course provides an overview of the internal, external, and parameter entities in XML documents.	3
	The Document Object Model (XML - Course 5)	This course explains how XML data can be accessed and manipulated with the DOM.	2
	CSS and XSL Style Sheets (XML - Course 6)	This course explains how to use Cascading Style Sheets and eXtensible Style Language to style XML data for display in a Web browser.	3